

# Lifelong Learning Programme Application Form

## Before you begin completing this eform

- Try the test eForm. This is a very brief eForm to help you become familiar with how the fields and tables work and to test that your software and internet connection allow an application to be submitted.

- Check that you have the latest available version of the eForm. In the event of a significant eForm problem arising, the Agency may decide to publish an updated i.e. corrected version of the eForm. Please check to see if a later version is available and to see details of any problems that have arisen and their impact.

Click on the following link to go to the webpage to try the test eForm and to check for the latest version of the eForm

[http://eacea.ec.europa.eu/eforms/index\\_en.php](http://eacea.ec.europa.eu/eforms/index_en.php)

Programme *:	<u>Lifelong Learning Programme</u>
Sub-programme *:	<u></u>
Call for proposals	<u>DG EAC/41/09</u>
Action *:	<u></u>
Sub-Action *:	<u></u>
Deadline for submission	<u>//////</u>
Project title *:	<u></u>
Project acronym *:	<u></u>
Language used to complete the form *:	<u></u>

**YOU MUST COMPLETE ALL FIELDS ON THIS FIRST PAGE BEFORE COMPLETING ANY OTHER PARTS OF THE FORM. SELECTIONS YOU MAKE ON THIS FIRST PAGE, DICTATE THE APPEARANCE AND BEHAVIOUR OF THE REST OF THE FORM.**

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## Part A: Identification of the applicant and other organisations participating in the project.

Parts A and B must be completed separately by each organisation participating in the project.

### A.1 Organisation

Partner number **P1**

Role in the application

Applicant

Full name of the organisation \*:

Full name of the organisation in Latin  
characters (if applicable)

Acronym

Department, if applicable

#### Registered address

Street \*:

Number

Post code \*:

Town \*:

Country \*:

Region \*:

Internet address

Telephone 1 \*:

Telephone 2

Fax

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## A.2 Person authorised to represent the organisation in legally binding agreements (Legal representative)

Title \*:

Family name \*:

First name \*:

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E-mail \*:

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Role in the organisation \*:

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Check this box if the address is different from  
the address provided in section A.1

### Address

Street \*:

Number

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Post code \*:

Town \*:

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Country \*:

Region \*:

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## A.3 Person responsible for the management of the application (contact person)

Title \*:

Family name \*:

First name \*:

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Role in the organisation \*:

E-mail address \*:

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Check this box if the address is different from  
the address provided in section A.1



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# Lifelong Learning Programme

## Address

Street \*:

Number

Post code \*:

Town \*:

Country \*:

Region \*:

Telephone 1 \*:

Telephone 2

Fax

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## Part B. Organisation and activities

### B.1 Structure

Status \*: \_\_\_\_\_

Type of organisation \*: \_\_\_\_\_

### B.2 Aims and activities of the organisation

Please provide a short presentation of your organisation (key activities, affiliations etc...) relating to the domain covered by the project (Max. 1000 characters) \*: \_\_\_\_\_

Please describe the role of the organisation in the project (Max. 1000 characters) \*: \_\_\_\_\_

### B.3 Other community grants

Details of projects in which your organisation, or where relevant, your department has participated with the financial support of Community Programmes or Initiatives in the past 3 years.

Programme or initiative	Reference number including year of award	Beneficiary Organisation	Title of the Project
<b>Add new project details</b>			

Other requests for a grant submitted by your organisation or, where relevant, the department responsible for the management of the application, for the same project. For each request, please identify the Community Programme concerned and the grant requested.

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Programme concerned*	Grant requested*
<b>Add a programme</b>	

Details of other applications submitted under the Lifelong Learning Programme, in 2010, in which your organisation or group is involved

Sub-programme/action*	Acronym*	Applicant organisation*
<b>Add a sub-programme</b>		

Check this box if the Coordinating Organisation is different from the Applicant Organisation

**Add an organisation**

### List of partner organisations

Partner no	Role	Organisation Name	City	Country
P 1	APP			

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## Part C. Description of the project

### C.1.1 Summary of the project

For successful applications, this section will be published, as presented below, in compendia etc. You should therefore ensure that it gives a concrete overview of the work your consortium plans to undertake including:

- the reason for your project / network / study
- 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 English, French or German (Max. 2000 characters) \*:

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### C.1.2 Why does the consortium wish to undertake this project?

Explain the rationale of and background to the project / network by defining the needs or constraints that it seeks to address (current situation in the countries involved, previous or preparatory work in the domain, the results of any needs analysis undertaken, methodologies selected, target languages etc.). Outline the main (published) indicators that illustrate these needs. Include references to any declared national or international political priority in this area.

(Max. 2000 characters) \*:

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### C.1.3 Aims and objectives

Define the concrete aims and objectives of the project / network 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 / network.

(Max. 2000 characters) \*:

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### C.1.4 Impact and Sustainability:

(a) Who will use these outputs / products / results and how will the consortium reach them?  
Please describe the intended users who will benefit from the project during the lifetime of the project, and after the project has finished.  
Explain how these users will be reached.

Short term target-groups\* : Describe the target group(s) that will be reached during the life of the project (Max. 1500 characters)

How will this group / these groups be reached and involved during the lifetime of the project? (Max. 1500 characters) \*:

Long term target groups\* : Describe the target group(s) that will be reached after the project is finished (Max. 1500 characters)

How will this group / these groups be reached? (Max. 1500 characters) \*:

(b) How will the impact of this project be sustained beyond its lifetime?

(Max. 1500 characters) \*:



### C.1.5 Action specific information

Please provide action specific information as explained in the Instructions for completing the Application form and the Financial tables.

(Max. 2000 characters) \*:

### C.2 List of deliverables

Deliverable N°	Title	Language version(s)*	Target Language(s)	Delivery Date*	Nature*	Dissemination level*

### C.3 Lifelong Learning Programme Objectives and Priorities addressed

Please identify in the box below, which of the Objectives of the Lifelong Learning Programme this application addresses (maximum 2 choices)

Code \*:  Description

Describe briefly how your project addresses this Objective \*:

Add an objective

Please identify in the box below, which of the Specific Objectives of the Action this application addresses (maximum 2 choices)

Code \*:  Description

Describe briefly how your project addresses this Objective (Max. 500 characters) \*:

Add an objective

Please identify in the box below, which of the Operational Objectives of the Action this application addresses (maximum 2 choices)

Code \*:

Description

Describe briefly how your project addresses this Objective \*:

Add an objective

Please identify in the box below, which of the Priorities this application addresses (maximum 2 choices)

Add a priority

Please identify in the box below, which of LLP Horizontal policies this application addresses (maximum 2 choices)

Add a policy

Please identify in the box below, how this application demonstrates Complementarity with other policies (maximum 2 choices)

Add an area of complementarity

## C.4 Dates and languages

### C.4.1 Please indicate the total duration of the project

Start month \* : \_\_\_\_\_ Start year \* : \_\_\_\_\_ End month \* : \_\_\_\_\_ End year \* : \_\_\_\_\_ Duration  0

### C.4.2 Language for Grant Agreement and communication with the Agency \*:

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### C.5 Summary budget

<b>Expenditure</b>		
<b>Direct Costs</b>		
Staff*		
Travel and subsistence*		
Equipment*		Cannot exceed 10% of direct costs
Subcontracting*		Cannot exceed 30% of direct costs
Other*		
<b>Sub-Total Direct Costs</b>	0	
Sub-total: Indirect costs*		Cannot exceed 7% of Total direct Costs
<b>Total Cost</b>	0	
<b>Revenue</b>		
<b>Community Grant Requested*</b>		
<b>% of total cost</b>		Cannot exceed 75% of Total Cost
Own funding of the members of the consortium*		
Other sources of financing*		
<b>Total Co-financing</b>	0	
<b>Total revenue</b>	0	Must equal total cost above

**This application includes a specific proposal and budget for third country partner(s)**

### C.5.2 Third country Budget

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<b>Expenditure</b>			<b>Total project budget (with third country participation)</b>
<b>Direct Costs</b>			
Staff*			
Travel and subsistence*			
Equipment	0	Not eligible	
Subcontracting	0	Not Eligible	
Other*			
<b>Sub-Total Direct Costs</b>	<b>0</b>		0
Sub-total: Indirect costs*		Cannot exceed 7% of Total direct Costs	
<b>Total Cost</b>	<b>0</b>		0
<b>Revenue</b>			
<b>Community Grant Requested*</b>		Cannot exceed 25,000 €	
<b>% of total cost</b>		Cannot exceed 75% of Total Cost	
Own funding of the members of the consortium*			
Other sources of financing*			
<b>Total Co-financing</b>	<b>0</b>		0
<b>Total revenue</b>	<b>0</b>	Must equal total cost above	0

### C.6 Profile of the consortium

Countries involved in the proposal						
	All partners from eligible countries					Other participants involved in the proposal
	MS *	ACC *	AC *	OCT *	TOTAL	
N° of participants					0	
N° of countries					0	

Organisation Types								
Associations*	Counselling*	Education*	Enterprise*	Not for profit*	Public bodies*	Research*	Other types*	TOTAL
								0

### C.7 Summary of work packages

Work package N°	Type of work package	Title of work package	Start	End	Total staff days
/	/	/	/	/	0

### C.8 Associated projects

If your proposal is based on the results of one or more previous projects / networks, please provide precise references to this / these project (s) / network(s) in the table below.

**Add an associated project**

### C.9 Linkages with other Actions in the LLP

The content of this application is linked to the following areas of the LLP. Tick all boxes relevant to this proposal: multiple choice possible.

#### Transversal policies

- Language learning/teaching
- Exploiting ICT in learning
- Dissemination and exploitation of results



Education  
and  
Training



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Lifelong Learning Programme

**Sub-programme areas**

- School education
- Higher education
- Adult education
- Vocational training

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## Part D. Technical Capacity

**This section is to be completed by each organisation involved in the consortium / network including applicant and coordinating organisations**

### D.1 Skills and expertise of key staff involved in the project / network

Partner number P1

Organisation name

Name \*:

Summary of relevant skills and experience, including where relevant a list of publications related to the domain of the project (Max. 750 characters) \*:

**Add a new skills and expertise row**

D.2. Identify, where relevant, specific tasks that will be sub-contracted from this organisation to bodies outside the formal consortium.

(Max. 1000 characters)

## Part E. Project implementation / Award criteria

This section provides applicants with an opportunity to provide experts with statements in support of their application, as described in the other sections of this form, according to the award criteria against which they will be judged. More details on these criteria can be found in the Call for Proposals and in the "Instructions for Applicants" on the Agency website.

E.1 Relevance (Max. 2000 characters) \*:

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E.2 Quality of the Work Programme (Max. 2000 characters) \*:

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E.3 Innovative Character (Max. 2000 characters) \*:

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E.4 Quality of the Consortium (Max. 2000 characters) \*:

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E.5 European Added Value (Max. 2000 characters) \*:

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E.6 The Cost-Benefit Ratio (Max. 2000 characters) \*:

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E.7 Impact (Max. 2000 characters) \*:

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E.8 Quality of the Valorisation Plan (Dissemination and Exploitation of Results) (Max. 2000 characters) \*:

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## Part F. Workplan in workpackages

### F.1 Identification

Workpackage Number \* : \_\_\_\_\_ Workpackage type \* : \_\_\_\_\_

Work package title \* : \_\_\_\_\_

Start (month number) \* : \_\_\_\_\_ End (month number) \* : \_\_\_\_\_ Duration (in months) 0

Description of workpackage (Max. 2000 characters) \* : \_\_\_\_\_

### F.2 Deliverables – outputs / products / results

Deliverable number \* : \_\_\_\_\_

Title \* : \_\_\_\_\_

Type of outcome / product / results \* : \_\_\_\_\_

Delivery Date \* : \_\_\_\_\_ Dissemination level \* : \_\_\_\_\_

Nature \* : \_\_\_\_\_

#### Language Version(s)\*

"Language version" the language(s) of publication / the language(s) in which materials can be read

Bulgarian

#### Target language(s)

"Target language" relates only to projects developing products for language learners and concerns the language(s) being learned

Bulgarian

Description (Max. 500 characters) \* : \_\_\_\_\_

**Add a deliverable – output / product / result**

**F.3 Consortium partners involved**

**Lead partner**

Partner number\*: \_\_\_\_\_ Country  Short-name

Role and tasks in the workpackage (Max. 400 characters)\*: \_\_\_\_\_

**Add a partner**

**F.4 Resources required to complete workpackage**

**Indicative input of consortium staff: The totals provided for staff days should correspond globally with the staff table in the detailed budget.**

				Number of staff days				
	Partners involved	Country	Short name	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total
Lead partner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total</b>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

**Tasks that will be subcontracted**

Partner responsible for Sub-contract*	Country	Short name	N° days (where appropriate)	Brief description of task
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**Add a task**

**Explanation of workpackage expenditures**

Please explain and justify budget items included in the detailed budget that relate to this workpackage, specifically, where relevant under the headings "travel and subsistence (of the staff of the consortium)", "equipment" and "other" (Max. 2000 characters)\*:

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**Add a workpackage**

## Attachments

**Declaration of Honour (Applicant Organisation only, JPG, JPEG, PDF)\*:**

**Completed budget tables (EXCEL)\*:**

**Legal Entity Form (Applicant Organisation only, JPG, JPEG, PDF)\*:**

**Description of third country participation (WORD)\*:**

**List of Associated Partners Applicant Organisation only (WORD)**

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