

Erasmus+

Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.06  
Adobe Reader Version: 11.002

H: Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

H.1. Project Management and Implementation

PIC of Organisation	Role of Organisation	Name of the Organisation	Grant Requested
997519289	Applicant Organisation	VYSOCINA KRAJ	12000.00
943703204	Partner Organisation	REGION CHAMPAGNE-ARDENNE	6000.00
Total			18000.00

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, IN CASE OF PROJECTS INVOLVING MORE THAN 10 PARTICIPATING ORGANISATIONS, THE GRANT SUPPORT FOR PROJECT MANAGEMENT AND IMPLEMENTATION WILL BE LIMITED TO THE AMOUNT EQUIVALENT TO 10 PARTICIPATING ORGANISATIONS (1 COORDINATING AND 9 PARTNER ORGANISATIONS) FOR THE PROJECT DURATION.

H.2. Transnational Project Meetings

PIC of Organisation	Total No. of Meetings	Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
997519289- VYSOCINA KRAJ	3	20	100 – 1999 km	575.00	17500.00
943703204- REGION CHAMPAGNE-ARDENNE	1	9	100 – 1999 km	575.00	575.00
Total					16675.00

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE GRANT SUPPORT FOR TRANSNATIONAL PROJECT MEETINGS WILL BE LIMITED TO A MAXIMUM AMOUNT OF 23.000 € PER PROJECT PER PERIOD OF 12 MONTHS. FOR SHORTER PROJECT DURATIONS, THE MAXIMUM AMOUNT WILL BE REDUCED PROPORTIONALLY TO THE ACTUAL PROJECT DURATION IN NUMBER OF MONTHS.

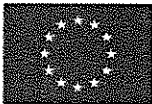
H.3. Intellectual Outputs

Which concrete participating organisations' staff resources are you planning to use in the production of outputs that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.)?

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PIC of Organisation	Output Identification	Category of Staff	Country	No. of Working Days	Grant per Day	Grant Requested
997519289: VYSOCINA KRAJ	O1	Administrative support staff	Czech Republic	20	78.00	1560.00
997519289: VYSOCINA KRAJ	O1	Managers	Czech Republic	15	164.00	2460.00
997519289: VYSOCINA KRAJ	O1	Teachers/Trainers/Researchers	Czech Republic	10	137.00	1370.00
997519289: VYSOCINA KRAJ	O1	Technicians	Czech Republic	5	102.00	510.00
943703204: REGION CHAMPAGNE-ARDENNE	O1	Administrative support staff	France	20	131.00	2620.00
943703204: REGION CHAMPAGNE-ARDENNE	O1	Managers	France	15	280.00	4200.00
943703204: REGION CHAMPAGNE-ARDENNE	O1	Teachers/Trainers/Researchers	France	15	214.00	3210.00
943703204: REGION CHAMPAGNE-ARDENNE	O1	Technicians	France	5	162.00	810.00
Total				105	Total	16740.00

H.4. Multiplier Events

PIC of Organisation	Event Identification	No. of Local Participants	Grant per Local Participant	No. of Foreign Participants	Grant per Foreign Participant	Grant Requested
Total			Total		Total	

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE GRANT SUPPORT FOR MULTIPLIER EVENTS WILL BE LIMITED TO A MAXIMUM AMOUNT OF 30.000 € PER PROJECT REGARDLESS OF ITS DURATION.

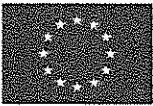
H.5. Learning/Teaching/Training Activities

H.5.1. Travel

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PIC of Organisation	Activity No.	Activity Type	No. of Participants	Distance Band	Travel Grant per Participant	Grant Requested
943703204: REGION CHAMPAGNE-ARDENNE	C1	Short-term joint staff training events	8	100 - 1999 km	275.00	2200.00
997519289: VYSOCINA KRAJ	C2	Short-term joint staff training events	7	100 - 1999 km	275.00	1925.00
943703204: REGION CHAMPAGNE-ARDENNE	C3	Short-term joint staff training events	8	100 - 1999 km	275.00	2200.00
997519289: VYSOCINA KRAJ	C4	Short-term joint staff training events	7	100 - 1999 km	275.00	1925.00
943703204: REGION CHAMPAGNE-ARDENNE	C5	Short-term joint staff training events	8	100 - 1999 km	275.00	2200.00
<b>Total</b>			<b>38</b>	<b>Total</b>		<b>10450.00</b>

**Long-term Learning/Teaching/Training Activities**

PIC of Organisation	Activity No.	Activity Type	Duration (months)	Country of Destination	No. of Participants	Grant per Participant	Grant Requested
<b>Total</b>				<b>Total</b>		<b>Total</b>	

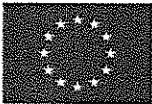
**Short-term Learning/Teaching/Training Activities**

PIC of Organisation	Activity No.	Activity Type	Duration (days)	No. of Participants	Grant per Participant	Grant Requested
943703204: REGION CHAMPAGNE-ARDENNE	C1	Short-term joint staff training events	5	8	500.00	4000.00
997519289: VYSOCINA KRAJ	C2	Short-term joint staff training events	5	7	500.00	3500.00
943703204: REGION CHAMPAGNE-ARDENNE	C3	Short-term joint staff training events	5	8	500.00	4000.00
997519289: VYSOCINA KRAJ	C4	Short-term joint staff training events	5	7	500.00	3500.00

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PIC of Organisation	Activity No.	Activity Type	Duration (days)	No. of Participants	Grant per Participant	Grant Requested
943703204: REGION CHAMPAGNE-ARDENNE	C5	Short-term joint staff training events	5	8	500.00	4000.00
Total			25	38	Total	19000.00

#### H.5.5. Linguistic Support

PIC of Organisation	Activity No.	Activity Type	No. of Participants (without accompanying persons)	Grant per Participant	Grant Requested
Total				Total	

#### H.6. Special Needs

PIC of Organisation	No. of Participants With Special Needs	Description	Please list the activities to which this item refers to	Grant Requested
Total				

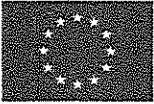
#### H.7. Exceptional Costs

PIC of Organisation	Description of Cost Item	Please list the activities to which this item refers to	Grant Requested
997519289: VYSOCINA KRAJ	design and print of Cookery book	intellectual output: OI	1500.00
997519289: VYSOCINA KRAJ	exhibition – educational information	mobilities – outcomes	500.00
943703204: REGION CHAMPAGNE-ARDENNE	interpreter	learning / teaching / training activities	8000.00

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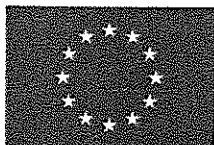
PIC of Organisation	Description of Cost Item	Please list the activities to which this item refers to	Grant Requested
943705204: REGION CHAMPAGNE-ARDENNE	conception of communication tools and cultural visits	intellectual output	2000.00
997519289: VYSOCINA KRAJ	dissemination conference for local firms and schools, recommendations for using materials for teaching etc.	intellectual output	2000.00
997519289: VYSOCINA KRAJ	supervision of translating of specific terms	intellectual output	1500.00
Total			5500.00

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE GRANT SUPPORT FOR EXCEPTIONAL COSTS WILL BE LIMITED TO A MAXIMUM AMOUNT OF 50.000 € PER PROJECT.

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I. Project summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

In view of further publication on the Erasmus+ dissemination platform, please be also aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in contract will be linked to the availability of such summary.

The Champagne-Ardenne Region and the Vysocina Region closely cooperate in the framework of European decentralized cooperation. A partnership convention was signed in 2006. Education is one of the most important stages of cooperation between the two Regions.

Both the Champagne-Ardenne Region and the Vysocina Region are competent regarding education and training.

The Champagne-Ardenne Region and the Vysocina Region intend to reinforce their cooperation in educational issues and make the choice of working together in the framework of the Erasmus+ in 2014-2016 years so as to enlarge the scope of their educational actions.

Main goal: enhancing the quality and relevance of the learning offer in education in partner regions by involving both regional offices and schools, developing new and innovative approaches, supporting the dissemination of best practices from involved schools and swapping experience preferably in catering education.

Objectives:

- revising and strengthening the professional profile of the teaching professions in the region
- bring new ideas into teaching vocational subject especially catering education, find new approaches to pupils at risk of early school leaving
- share experience
- exchange ideas in the field of cooperation of schools and firms in the field of catering /visit of school restaurants, apprentices in restaurants and catering companies etc.
- summarize all experience in a cookery book with learning/teaching materials

Associated partners are 4 schools and an institution established by the Vysočina Region:

Hotelová škola Světla a Obchodní akademie Velké Meziříčí, Střední škola obchodu a služeb Jihlava, Hotelová škola Třebíč, Obchodní akademie a Hotelová škola Havlíčkův Brod, Vysočina Education, in-service teacher training institution

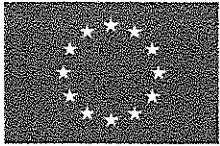
There are 6 associated partners on the French side: the Rectorat of Reims, the National Cooking Academy ("Académie Nationale de Cuisine") and 4 public high schools - Lycée professionnel - Lycée des métiers Gustave Eiffel in Reims, Lycée des Métiers de Bazailles in Charleville-Mézières, Lycée Polyvalent Denis Diderot in Langres, CFA (apprenticeship training center) Interpro de l'Aube.

Expected results:

- Continuing and developing the already started cooperation between Vysočina Education and Champagne-Ardenne in the field of catering education
- education and professional development of vocational teachers and new methodology approaches
- support of local catering industry
- involvement, mutual cooperation and support of school founders
- educational exhibition - information for all people in the Region authority office in Jihlava.

Intellectual outcomes - Cookery book and cooking dictionary - during each short-term joint staff training event competent people - chefs, vocational teachers etc will prepare one local food, an outcome is a local recipe + teaching/learning materials in 3 languages En, Fr, Cz - working sheets for pupils and teaching instructions for teachers.

The project plans 5 short-term joint staff training events when all participants will work on topic – cooking.



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1.1 Summary of participating organisations

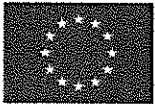
PIC of Organisation	Name of the Organisation	Country of the Organisation
997519289	VYSOCINA KRAJ	Czech Republic
943703204	REGION CHAMPAGNE-ARDENNE	France
Total number of participating organisations		2

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**1.2. Budget Summary**

PIC of Organisation	Project Management and Implementation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities			Special Needs	Exceptional Costs	Total
					Travel	Subsistence	Linguistic Support			
997519289	12000.00	11500.00	5900.00		3850.00	7000.00			5500.00	45750.00
943703204	6000.00	5175.00	10840.00		6600.00	12000.00			10000.00	50615.00
<b>Total</b>	<b>18000.00</b>	<b>16675.00</b>	<b>16740.00</b>		<b>10450.00</b>	<b>19000.00</b>			<b>15500.00</b>	<b>96365.00</b>

**1.3. Project Total Grant**

Grant Calculated	96365.00
Grant Requested	96365.00

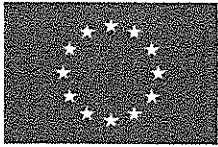
NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE TOTAL GRANT SUPPORT FOR STRATEGIC PARTNERSHIPS IS LIMITED TO 450.000 € PER PROJECT FOR THREE YEARS. THIS MAXIMUM AMOUNT WILL BE REDUCED PROPORTIONALLY FOR PROJECTS OF A DURATION SHORTER THAN THREE YEARS.

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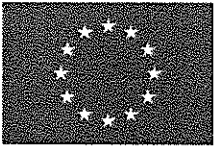




**J. Checklist**

Before submitting your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key- Action 2 application form.
- all relevant fields in the application form have been completed.
- the application form is submitted to the National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the mandates of each partner to the applicant signed by both parties.
  - the timeline for the project activities and outputs using the template provided.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- for projects submitted in the field of school education, vocational education and training, higher education or adult education:
  - if the duration is 24 months: the start date is 1 September 2014 and the end date 31 August 2016.
  - if the duration is 36 months: the start date is 1 September 2014 and the end date 31 August 2017.
- for projects submitted in the field of youth for the deadline of 30 April 2014:
  - the start date is between 1 September 2014 and 28 February 2015.
  - the duration is between 6 and 24 months (the latest possible end date for a project of 24 months is thus 27 February 2017).
- you have saved or printed the copy of the completed form for yourself.



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### K. Data Protection Notice

#### PROTECTION OF PERSONAL DATA

The application form will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in 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. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

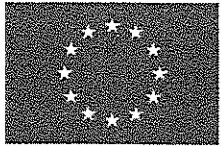
<http://www.edps.europa.eu/>

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**L. Declaration of Honour**

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60.000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

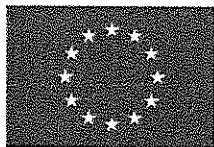
In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

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- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

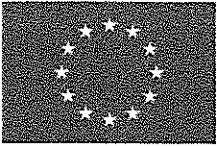
I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

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**M. Annexes**

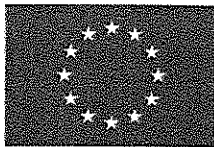
Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)
timetable.xls	56
Declaration of honour partner.pdf	1217
declaration of honour.pdf	112
Total Size	1385

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N. Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

N.1. Data Validation

Validation of compulsory fields and rules

N.2. Standard Submission Procedure

Online submission (requires internet connection)

Submission status

OK

Submission ID

1078318

Submission Local Date (Brussels)

2014-04-28 08:23:21

Hash code

251D39D395781F0E

N.3. Alternative Submission Procedure

If you cannot submit your application online you can still do it by sending an email to your National Agency within the 2 hours following the official application deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

N.4. Submission Summary

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form Hash Code	Status
1	2014-04-08 21:28:14 *	Form has not been submitted yet	251D39D35DBE19CA	Unknown
2	2014-04-28 08:23:21	Online submission	251D39D395781F0E	OK (1078318)

\* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

N.5. Form Printing

Print the entire form

Form hash code: 251D39D395781F0E

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