Application Form
Call: 2018
KA2 - Cooperation for Innovation and the Exchange of Good Practices
KA202 - Strategic Partnerships for vocational education and training

Erasmus+

> Este documento no es un formulario oficial, sino un formulario comentado para proyectos de asociaciones estratégicas de la acción de Formación Profesional (**KA 202**)

This application form consists of the following main sections:

- Context: this section asks

> Les recomendamos guarden con frecuencia el documento para no perder los datos registrados.

- Participating organisatio
organisations involved as partners in the project;
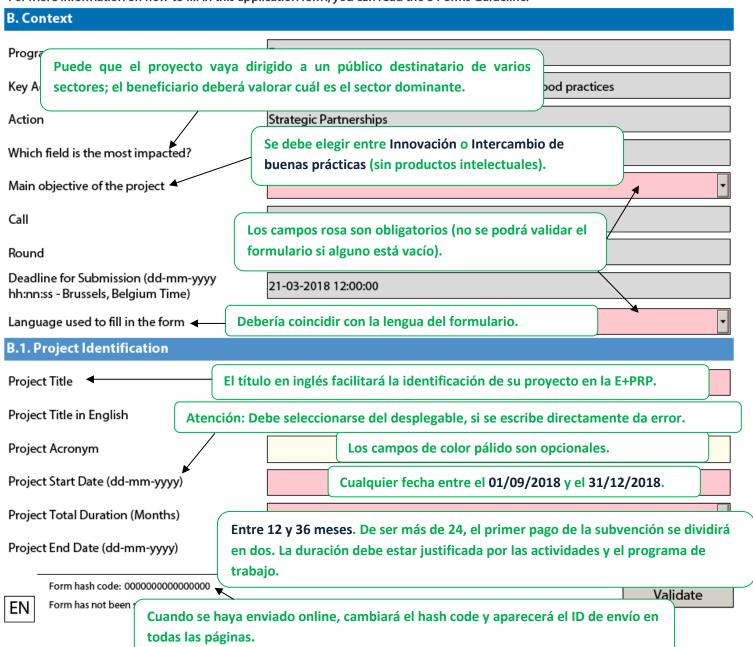
- Description of the

> El texto de los campos grises no puede modificarse.

e project which should include: preparation, implementation and

- Budget: in this sect

e EU grant you request;

- Project Summary: In this section you should describe in a compact way your project's rational, objectives and how you intend to achieve these.

- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant organisation is made aware of important conditions linked to the submission of the grant request;

- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;

- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form electronically.

For more information on how to fill in this application form, you can read the e-Forms Guideline.

B. Context

Progra

> Puede que el proyecto vaya dirigido a un público destinatario de varios sectores; el beneficiario deberá valorar cuál es el sector dominante.

Key A   od practices

Action   Strategic Partnerships

Which field is the most impacted?

> Se debe elegir entre **Innovación o Intercambio de buenas prácticas (sin productos intelectuales).**

Main objective of the project

Call

> Los campos rosa son obligatorios (no se podrá validar el formulario si alguno está vacío).

Round

Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)   21-03-2018 12:00:00

Language used to fill in the form

> Debería coincidir con la lengua del formulario.

B.1. Project Identification

Project Title

> El título en inglés facilitará la identificación de su proyecto en la E+PRP.

Project Title in English

> Atención: Debe seleccionarse del desplegable, si se escribe directamente da error.

Project Acronym

> Los campos de color pálido son opcionales.

Project Start Date (dd-mm-yyyy)

> Cualquier fecha entre el **01/09/2018 y el 31/12/2018.**

Project Total Duration (Months)

> Entre 12 y 36 meses. De ser más de 24, el primer pago de la subvención se dividirá en dos. La duración debe estar justificada por las actividades y el programa de trabajo.

Project End Date (dd-mm-yyyy)

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> Cuando se haya enviado online, cambiará el hash code y aparecerá el ID de envío en todas las páginas.

Validate

Applicant Organisation Full Legal Name (Latin characters)

Nombre legal completo de la organización.

Form hash code

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B.2. National Agency of the Applicant Organisation

Identification

Seleccionar ES01 (ESPAÑA) en el menú desplegable.

For further details about the available Erasmus+ National Agencies, please consult the following page:

https://ec.europa.eu/programmes/erasmus-plus/contact

Qué documentación se debe subir a la plataforma URF (Unique Registration Facility)

- **Si el solicitante NO dispone de un código PIC validado por la Agencia Nacional**, debe subir a URF los documentos siguientes a URF para su validación:

  ➢ Documentos que acreditan la identidad legal.
  ➢ Documentos de identificación financiera.
  ➢ Capacidad financiera en caso de las entidades privadas que solicitan más de 60.000€.

- **Si el solicitante tiene un código PIC ya validado por la Agencia Nacional, y no se ha producido ningún cambio en los datos registrados para su institución:**

  ➢ Para instituciones públicas o instituciones privadas que soliciten menos de 60.000€: NO debe subir ningún documento en URF.
  ➢ Para instituciones privadas que soliciten más de 60.000€: debe subir los documentos de capacidad financiera.

- **Si el solicitante tiene un código PIC ya validado por la Agencia Nacional, y se ha producido algún cambio en los datos registrados para su institución (p.e. domicilio social, cuenta bancaria)**:

  ➢ Debe subir el documento correspondiente a URF.
  ➢ Y además, en el caso de instituciones privadas que soliciten más de 60.000€, debe subir los documentos de capacidad financiera.
  ➢ Las instrucciones para subir documentación a la plataforma URF se encuentran en la página Web del SEPIE: http://sepie.es/convocatoria/index.html (seleccione sector educativo FP, convocatoria 2018, acción KA202 y en el menú lateral izquierdo "Pasos previos")

C. Priorities

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

Es obligatorio seleccionar, al menos, una del desplegable.

Please select other relevant horizontal or sectoral priorities according to the objectives of your project.

| + | - |

Se añade más de una prioridad haciendo clic aquí.

Please comment on your choice of priorities.

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D. Participating organisation(s)

D.1. Applicant Organisation

PIC

La información de las instituciones participantes se carga a partir del PIC. Todos los socios deben tener PIC o no podrán incluirse en la propuesta. Cualquier modificación de los datos de la entidad debe hacerse en el URF, en el formulario no es posible. Es muy importante que en **URF** el socio introduzca correctamente su nombre legal completo para evitar incidencias a la hora de su validación por parte de su agencia nacional. Los nombres en ningún caso deben traducirse al inglés.

Full legal name (National Langu...

Full legal name (Latin character...

Acronym

National ID (if applicable)

Department (if applicable)

Address

Country

P.O. Box

Post Code

MUY IMPORTANTE. El SEPIE utilizará como medio de comunicación los emails incluidos en la solicitud. Deben ser correos que se revisen periódicamente. Cuidado con las erratas. Recomendamos que se utilicen cuentas de correos institucionales y no personales para evitar posibles problemas si hay cambios en el Representante Legal o Persona de Contacto.

CEDEX

City

Website

Email

Telephone

Fax

En este apartado se tiende a seleccionar "Otros". Es preferible seleccionar una opción que dé una primera idea de la actividad de la entidad.

D.1.1. Profile

Type of Organisation

Is your organisation a public body?

Is your organisation a non-profit?

D.1.2. Background and Experience

Please briefly present your organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff , learners and members of the group).

Es fundamental, de cara a justificar la relevancia del proyecto y la calidad de la asociación, explicar bien cuál es la actividad que realiza cada uno de los socios y su vinculación con la formación profesional.

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What are the activities and experience of your organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

> **Aquí debe aclararse la vinculación entre la actividad de la institución que se ha descrito en la pregunta anterior y el trabajo que se va a hacer durante el proyecto. Los proyectos son institucionales por lo que debería haber más de una persona cuya participación sea relevante; no es necesario explicitar nombres sino más bien cargos, departamentos y funciones.**

Have you participated in a European Union granted project in the 3 years preceding this application?

> **Se deben incluir solo proyectos del PAP, Erasmus+ u otros de la Comisión Europea, no proyectos a nivel nacional.**

D.1.3. Legal R

Title

Gender

> **Los datos del representante legal y la persona de contacto se introducen a mano. Atención para evitar erratas en las direcciones de email.**

First Name

Family Name

> **No se deben traducir los nombres de cargos y departamentos, puesto que se cargarán en el convenio de subvención.**

Department

Position

Email

Telephone

> **Si el proyecto es subvencionado, lo gestionará en la herramienta de gestión Mobility Tool+ utilizando una cuenta EU Login vinculada a esta dirección. Estas 2 direcciones de email son las que se usarán para todas las comunicaciones por parte del SEPIE, así como para el acceso al portal e-sepie.**

If the address is

D.1.4. Contact Person

Title

Gender

First Name

Family Name

Department

Position

> **La cuenta ECAS ha sido renombrada por la Comisión Europea EU Login.**
>
> **Importante**: Si ya gestiona proyectos Erasmus+ de otras Convocatorias o ámbitos y desea utilizar la misma cuenta EU Login para acceder a todos sus proyectos en la herramienta de gestión Mobility Tool+, deberá indicar para la dirección de correo electrónico de la persona de contacto la misma dirección que la que esté vinculada a su cuenta EU Login.

Email

Telephone

If the address is different from the one of the organisation, please tick this box

Add Contact Person

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D.2. Partner Organisation

PIC	[ ] Check PIC
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	
Telephone	
Fax	

> Lo dicho para el coordinador, es igualmente válido para los socios.

> **Importante:** Todas las instituciones de Educación Superior deben tener obligatoriamente la carta ECHE .

D.2.1. Profile

Type of Organisation	
Is the partner organisation a public body?	
Is the partner organisation a non-profit?	

D.2.2. Background and Experience

Please briefly present the partner organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff , learners and members of the group).

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

Has the partner organisation participated in a European Union granted project in the 3 years preceding this application?

D.2.3. Legal Representative

Field	
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone	

☐ If the address is different from the one of the organisation, please tick this box

D.2.4. Contact Person

Field	
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone	

☐ If the address is different from the one of the organisation, please tick this box

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D.3. Partner Organisation

PIC	[ ] Check PIC
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	
Telephone	
Fax	

D.3.1. Profile

Type of Organisation	
Is the partner organisation a public body?	
Is the partner organisation a non-profit?	

D.3.2. Background and Experience

Please briefly present the partner organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff , learners and members of the group).

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What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

Has the partner organisation participated in a European Union granted project in the 3 years preceding this application?

D.3.3. Legal Representative

Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone	

☐ If the address is different from the one of the organisation, please tick this box

D.3.4. Contact Person

Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone	

☐ If the address is different from the one of the organisation, please tick this box

Add Partner

En el formulario aparecen tres socios por defecto. Los demás se introducen haciendo clic aquí.

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D.4. Associated Partners

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

El apartado D.4 Socios no formales sólo aparece en proyectos de Innovación.

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E. Description of the Project

Please explain the context and the objectives of your project as well as the needs and target groups to be addressed? Why should this project be carried out transnationally?

> Es un error frecuente que el primer producto del proyecto sea un análisis de necesidades. El análisis debería haberse hecho previamente y explicarse aquí. Es muy importante definir el colectivo objetivo del proyecto y explicar por qué la mejor manera de afrontar la necesidad que se ha detectado es mediante la cooperación transnacional.

What results are expected during the project and on its completion?

> En el caso de que no haya productos intelectuales, en este apartado se deben explicar todos los productos del proyecto. Los productos deben ser concretos y tangibles.

In what way is the project innovative and/or complementary to other projects already carried out?

How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a similar project?

> Puede ser válido tanto el partir de cero como el continuar una experiencia de colaboración previa con los mismos socios. Debe explicarse bien qué se va a aportar a los proyectos o iniciativas previas, o a la documentación ya existente sobre ese tema.

How will the tasks and responsibilities be distributed among the partners?

> Es conveniente mencionar el rol y lo que aporta al proyecto cada uno de los socios (y mencionar a todos y cada uno de los socios) y no limitarse a hablar de la asociación en términos generales.

What are the most relevant topics addressed by your project?

> Se seleccionan los temas del proyecto en el desplegable.

| + | - |

E.1. Participants

Please briefly describe how you will select and involve participants in the different activities of your project?

> Defina los criterios de selección que utilizará y explique el tipo de información facilitado previamente a los candidatos. Recuerde que debe ser un proceso transparente e igualitario.

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Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

No necesariamente personas con discapacidad física o intelectual.

How many participants would fall into this category?

Indicar cifras realistas respecto al impacto del proyecto. De ser aprobado, se evaluará en función de lo que especifique.

Which types of situations are these participants facing?

| + | | - |

How will you support these participants so that they will fully engage in the planned activities?

Please describe briefly how and in which activities these persons will be involved

Aquí se explicaría en qué consiste su relación con el proyecto.

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F. Preparation

Please describe what will be done in preparation by your organisation/group and by your partners/group before the actual project activities take place, e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc.

G. Project Management and Implementation

Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation".

> **Si va a haber productos intelectuales**, aquí se explican todas las actividades del programa de trabajo que no tienen otra categoría específica. **Si no va a haberlos**, este apartado es uno de los más importantes de la solicitud puesto que en él debe explicarse todo el programa de trabajo del proyecto.

Please describe the methodology you intend to apply in your project.

Transnational project meetings: how often do you plan to meet, who will participate in those meetings, where will it take place and what will be the goal?

> **MUY IMPORTANTE.** Las reuniones transnacionales y las actividades de movilidad son dos cosas diferentes. Aquí se trata de reuniones de gestión del proyecto, la movilidad para formación van en otro apartado. Es importante aclarar y justificar si va a haber encuentros bilaterales o en los que no participen todos los socios.

How will you communicate and cooperate with your partners?

How will you ensure proper budget control and time management in your project?

> **El programa de trabajo debe ser realista y estar bien pensado de antemano para evitar retrasos. ¿Qué tipo de acuerdo se piensa hacer con los socios de cara al control del presupuesto (distribución temporal de los pagos, etc)?**

How will the progress, quality and achievement of project activities be monitored? Please describe the qualitative and quantitative indicators you will use. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.

> **Es importante proponer medidas realistas (Por ejemplo, no comprometerse a emitir informes internos periódicos o evaluaciones externas salvo que realmente vaya a ser viable llevarlos a cabo).**

How will you evaluate to which extent the project reached its results and objectives? What indicators will you use to measure the quality of the project's results?

> **El plan de autoevaluación y seguimiento debe estar ya pensado, concretado y no definirse durante el proyecto.**

What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

> ¿Qué conflictos han surgido en proyectos previos y cómo los hemos resuelto? Se debe minimizar el riesgo de problemas como el reemplazo o la salida de socios del proyecto.

If relevant for your project, do you plan to use Erasmus+ online platforms (e.g. EPALE, School Education Gateway, eTwinning) for the preparation, implementation and/or follow-up of your project?

G.1. Intellectual Outputs

> Esta opción solo está disponible en proyectos de Innovación. En principio, un proyecto de Innovación en Formación Profesional debería incluir la elaboración de algún producto intelectual.

Do you plan to include intellectu...

Yes

When filling in the Intellectual outputs section, please take into account that this information will allow to specify and evaluate the appropriateness of the corresponding costs in the specific section of the budget below.

Output Identification	O1
Output Title	
Output Description (including elements of innovation, impact and transferab...	
Output Type	
Please describe the division of work, the tasks leading to the pro... of the intellectual output a... applied methodology	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Languages	
	+ -
Media(s)	
Activity Leading Organisation	
Participating Organisations	+ -

> Con frecuencia se crean diferentes productos que no son tales sino partes de un mismo producto. Es necesario describir cada producto intelectual en su integridad y no dividido en partes.

> Debe describirse adecuadamente el concepto del producto y las tareas necesarias para elaborarlo. De lo contrario, el producto podría ser suprimido o bien podrían recortarse los días de trabajo dedicados. Independientemente del tipo de producto que se seleccione, tenga en cuenta que deben ser productos de envergadura y con acabado profesional.

> IMPORTANTE: Solamente se podrá imputar presupuesto para ese producto a socios que aparezcan aquí mencionados.

Add Output   Remove Output

G.2. Multiplier Events

Do you plan to include Multiplier Events in your project?

Yes

Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities

Los productos intelectuales en principio deberían ser siempre difundidos mediante eventos multiplicadores. Un producto que no requiera un evento de difusión probablemente no sea un auténtico producto intelectual.

Event Identification	
Event Title	
Country of Venue	
Event Description	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Intellectual Outputs Covered	
	+ -
Activity Leading Organisation	
Participating Organisations	+ -

Los eventos deben estar vinculados al menos a un producto intelectual.

País anfitrión del evento.

Add Event   Remove Event

En el caso de que el evento se vaya a realizar en más de un país. No se pregunta por las nacionalidades de los invitados al evento, sino por los organizadores.

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G.3. Learning/Teaching/Training Activities

> **Este apartado será el G.1. en los proyectos de Intercambio de buenas prácticas.**

Do you plan to include transm...

Yes

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?

> **Conviene tener siempre presente que las actividades de movilidad son un medio para alcanzar los fines del proyecto, no el fin en sí mismo.**

Please describe each of th...

Activity No.	C1
Fields	Vocational Education and Training
Activity Type	SP-VET-SHORT - Short-term joint staff training events
Activity Description (including profile of participants per organisation)	
Country of Venue	
No. of Participants	
Participants with Special Needs (out of total number of Participants)	
Accompanying Persons (out of total number of Participants)	
Duration (days)	
Duration (months)	
Participating Organisations	

> **La duración de cada tipo de actividad de formación ha de ajustarse a lo establecido en la Guía del Programa.**

> **No se incluye al país anfitrión, solamente quienes viajan.**

Add Activity	Remove Activity

How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable.

Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?

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H. Follow-up

H.1. Impact

What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?

> **Impacto interno del proyecto en la entidad: se puede distinguir entre profesorado o personal propio, alumnos o personas en formación y colectivos que hayan participado en el mismo.**

What is the desired impact of the project at the local, regional, national, European and/or international levels?

> **Impacto externo en el entorno de la institución.**

How will you measure the previously mentioned impacts?

> **Es fundamental ser muy concretos y muy realistas a la hora de hablar del impacto del proyecto, evitando las generalidades. El impacto debe ser cuantificable o medible de alguna forma.**

H.2. Dissemination and Use of Projects' Results

You are requested to make plans for the dissemination of your project results. Please provide answers to the questions below.

What will be the target groups of your dissemination activities inside and outside your partnership? Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

> **¿Cuál es el colectivo destinatario y cómo vamos a llegar a él? Lo importante no siempre es la cantidad o el número de destinatarios sino la efectividad de los medios de difusión que utilicemos para llegar a nuestro público. En ocasiones puede tratarse de medios más masivos y en otros de medios más específicos.**

Which activities will you carry out in order to share the results of your project beyond your partnership?

Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?

> **Es importante proyectar un plan de difusión concreto y definido y luego llevarlo a la práctica, es decir, debe ser realista.**

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/ tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

No se prohíbe expresamente la realización de productos con fines comerciales o que no sean de libre acceso, pero debe especificarse claramente si no se piensa hacer una distribución libre y gratuita de los productos.

How will you ensure that the project's results will remain available and will be used by others?

Hacer mención a páginas web o difusión en redes sociales debería ir siempre acompañado de otras medidas que garanticen que dichas páginas web o perfiles en redes sociales serán a su vez debidamente difundidas para que tengan el número de visitas e interacciones de usuarios deseado.

If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

H.3. Sustainability

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

¿Cómo se va a asegurar el impacto del proyecto una vez finalizado este? ¿Los productos van a ser actualizados y / o mantenidos? ¿Se seguirá haciendo difusión de los mismos?

![Erasmus+ logo]

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I. 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.

I.1. Project Management and Implementation

PIC of Organisation	Role of Organisation	Name of the Organisation	Country of the Organisation
		Total Grant Requested	

> **Se calcula automáticamente en función del número de socios.**

I.2. T...

			Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
					Total	

> **Una fila por socio** con todas las reuniones en las que participa y cuántas personas van a cada una. **Dos filas por socio** si va a haber viajes de más de 2.000 Km, separando viajes cortos y largos. Los viajes deben ser de <u>por lo menos 100 Km</u>. Si el <u>número de participantes por reunión es mayor que 2</u> debería justificarse en el apartado F.

> **Debe calcularse con la herramienta de la Comisión Europea.**

`[ + ]` `[ - ]`

I.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.)?

PIC of Organisation	Output Identification	Category of Staff	Country of the Organisation	No. of Working Days	Grant per Day	Grant Requested
					Total	

> **Una fila por cada socio**, cada producto y cada categoría de staff.
>
> <u>No</u> se aceptarán costes en la categoría de Manager y Administrativo, salvo que estén muy bien justificados en el apartado G.1.

`[ + ]` `[ - ]`

I.4. Multiplier Events

PIC of Organisation	Country of the Organisation	Event	Country of Venue	No. of Local	Grant per Local	No. of Foreign	Grant per Foreign Participant	Grant Requested
							Total	

[+] [-]

> **Una fila por cada socio y evento multiplicador.** El personal y los alumnos de los socios, sean o no anfitriones del evento, no pueden contarse entre los participantes. El coste no está pensado para pagar los viajes, sino los costes de organización.

I.5. Learning/Teaching/Training Activities

I.5.1. Travel

PIC of Organisation	Country of the Organisation	Activity No.	Activity Type	Distance Band	Travel Grant per Participant	No. of Participants (including accompanying persons)	Grant Requested

[+]

> **Una fila por socio,** con todas las reuniones en las que participa y cuántas personas van a cada una, en cada uno de los tramos de distancia. Según los tramos definidos en la guía del programa y calculados con la calculadora de distancias de la comisión.

I.5.2. Individual Support

Short-term Learning/Teaching/Training Activities

PIC of Organisation	Country of the Organisation	Activity No.	Activity Type	Duration per Participant (days)	No. of Participants (without accompanying persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Persons	Grant Requested
				Total		Total			Total	

[+] [-]

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I.5.3. Exceptional Costs for Expensive Travel

PIC of Organisation	Country of the Organisation	Activity No.	Activity Type	No. of Participants (including accompanying	Purpose and description of Costs	Grant requested (up to 80% of eligible costs)

+   -

> En España las Islas Canarias tienen consideración de territorio de ultramar (ver los de otros países europeos) Debe justificarse la necesidad de este coste y quedar claro que no se está imputando el viaje de la misma persona en I.5.1 y I.5.2.

I.6. Special Needs

PIC of Organisation	Country of the Organisation	No. of Participants With Special Needs	Description	Grant Requested
				Total

+   -

> Debe justificarse el coste en el que se va a incurrir por la participación de estas personas. Debe explicarse bien la necesidad de los costes y su coste.

I.7. Exceptional Costs

PIC of Organisation	Country of the Organisation	Description of Cost Item	Grant Requested (75% of Total)

+   -

> No se indica el coste real, sino el que se solicita a la Comisión Europea. Conviene tener muy presente que la categoría tiene el nombre de Costes excepcionales y no simplemente de Otros o Subcontrataciones. Por lo tanto, solo cubrirá costes que se deriven de características muy particulares que pueda tener un proyecto en concreto.

Please provide any further comments you may have concerning the above entered budget.

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J. 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+ Project Results 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. The summary will be publicly available in case your project is awarded.

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

> **Resumen del proyecto una vez que lo hemos descrito.**

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

Form hash code: 0000000000000000
Form has not been submitted yet
EN
Validate

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J.1. Summary of participating organisations

PIC of Organisation	Name of the Organisation	Country of the Organisation
	Se auto-rellena con la información anterior.	

	Total number of participating organisations	3

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J.2. Budget Summary

PIC of Organisation	Country of the Organisation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities				Special Needs	Exceptional Costs	Total
					Travel	Individual Support	Linguistic Support	Exceptional Costs for Expensive Travel			
Total											
	Project Management and Implementation										

J.2.1. Project Total Grant

Grant Calculated	0.00

![Erasmus+ logo]

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K. Checklist

Before submitting online 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.
- ☐ you have chosen the correct 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/groups 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.
- ☐ you have saved or printed the copy of the completed form for yourself.

> **MUY IMPORTANTE**. **Son los criterios de elegibilidad de la propuesta. El incumplimiento de uno solo de ellos significará que la propuesta no pueda ser evaluada.**

L. Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. 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 EU 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. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

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 (see link below) associated with this form.

http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

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M. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation. Once signed it must be scanned and annexed to this application form.

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 this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.

- 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 109(1) of the Financial regulations (Council Regulation 966/2012).

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):

Print Declaration of Honour

- DEBE IMPRIMIR LAS DOS HOJAS DE LAS DECLARACIÓN RESPONSABLE PULSANDO EL BOTÓN IMPRIMIR.
- EL PDF OBTENIDO DEBERÁ SER **FIRMADO CON CERTIFICADO DIGITAL POR EL REPRESENTANTE LEGAL DE LA INSTITUCIÓN SOLICITANTE.**
- **NO ESCANEAR**, **ANEXAR** DIRECTAMENTE EL PDF, FIRMADO ELECTRÓNICAMENTE, A LA PROPUESTA ANTES DEL ENVÍO EN LÍNEA**.**

N. 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)	
		Add
		Add
		Add
		Add
		Add
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		Add
		Add
		Add
Total Size (up to a maximum of 10 240 kB)		

AQUÍ SE ADJUNTAN:

- LA DECLARACIÓN JURADA (CON LAS DOS HOJAS Y FIRMADA ELECTRÓNICAMENTE).

- LOS MANDATOS FIRMADOS POR LOS SOCIOS.

- EL CRONOGRAMA.

DE ADJUNTARSE DOCUMENTOS QUE AMPLÍEN LA INFORMACIÓN DE LA PROPUESTA, COMO CARTAS DE COMPROMISO, ETC., NO SERÁN TENIDOS EN CUENTA POR LOS EVALUADORES.

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O. Submis

AL VALIDAR DARÁ UN MENSAJE DE ERROR SI QUEDA ALGÚN CAMPO OBLIGATORIO POR CUMPLIMENTAR O INCORRECTAMENTE CUMPLIMENTADO.

Before subr
electronica

O.1. Data Validation

Validation of compulsory fields and rules | Validate |

O.2. Standard Submission Procedure

Online submission (requires internet connection) | Submit Online |

O.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following

ATENCIÓN: **SOLAMENTE SE ADMITIRÁ UNA SOLICITUD RECIBIDA FUERA DE PLAZO SI SE NOTIFICA POR CORREO ELECTRÓNICO ENTRE LAS 12 Y LAS 14 HORAS DEL DÍA 21 DE MARZO EN CASO DE PROBLEMA TÉCNICO DEMOSTRADO Y QUE EL APARTADO O.2 MUESTRE ALGÚN INTENTO DE ENVÍO FALLIDO ANTES DE LAS 12. DE LO CONTRARIO LA SOLICITUD SERÁ AUTOMÁTICAMENTE RECHAZADA.**

O.5. Form Printing

Print the entire form | Print Form |

UNA VEZ ENVIADO EN LÍNEA, APARECERÁN AQUÍ LOS DATOS DEL ENVÍO Y SI ESTE SE HA REALIZADO O NO CORRECTAMENTE.

SÓLO EL ENVÍO EN LÍNEA ES VÁLIDO, NO SE DEBE ENVIAR VERSIÓN IMPRESA.