



A. General Information

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit;
- Participating organisation(s): this section asks for information about the applicant organisation and about other participating organisations involved as partners in the project;
- Description of the project: this section asks for information about the stages of the project which should include: preparation, implementation and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Project Summary: In this section you should describe in a compact way your project's rationale, 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

Programme	Erasmus+
Key Action	Cooperation for <input type="text"/> od practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for vocational education and training
Call	<input type="text"/>
Round	<input type="text"/>
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	31-03-2015 12:00:00
Language used to fill in the form	<input type="text"/>

Los campos grises vienen autorellenados.

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

Debería coincidir con la lengua del formulario.

B.1. Project Identification

Project Title	<input type="text"/>
Project Acronym	<input type="text"/>
Project Start Date (dd-mm-yyyy)	<input type="text"/>
Project Total Duration (Months)	<input type="text"/>
Project End Date (dd-mm-yyyy)	<input type="text"/>
Applicant Organisation Full Legal Name (Latin characters)	<input type="text"/>

Los campos amarillos son opcionales.

Cualquier fecha entre el 01/09/2015 y el 31/12/2015.

Pueden ser entre 24 y 36. De ser más de 24, el primer pago de la subvención se dividirá en dos.

Se autocalcula en función de los dos campos anteriores.

No se introduce aquí, sino más adelante.

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

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



Form hash code



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B.2. National Agency of the Applicant Organisation

Identification

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

http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm



C. Priorities

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

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.



D. Participating organisation(s)

D.1. Applicant Organisation

PIC	<input type="text"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>
P.O. Box	<input type="text"/>
Post Code	<input type="text"/>
CEDEX	<input type="text"/>
City	<input type="text"/>
Website	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Fax	<input type="text"/>

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 debe hacerse en el URF, en el formulario no es posible.

MUY IMPORTANTE. El SEPIE utilizará como medio de comunicación los email incluidos en la solicitud. Deben ser correos que se revisen periódicamente. Cuidado con las erratas.

D.1.1. Profile

Type of Organisation	<input type="text"/>
Is your organisation a public body?	<input type="text"/>
Is your organisation a non-profit?	<input type="text"/>

D.1.2. Background and Experience

Please briefly present your organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

<input type="text"/>	<input type="text"/>
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Es importante explicar cuál es la actividad que realiza cada uno de los socios y su vinculación con la formación profesional.



[Redacted area]

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?

Vinculación entre la actividad de la institución y el trabajo que se va a hacer durante el proyecto.

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

Se deben incluir solo proyectos del PAP u otros de la Comisión Europea.
Se valora tanto la experiencia previa como el involucrar a socios nuevos en el programa.

D.1.3. Legal Representative

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

Los datos del representante legal y la persona de contacto se introducen a mano.
Atención a las direcciones de email.

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

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

D.1.4. Contact Person

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1



Erasmus+

Application Form

Call: 2015

KA2 - Cooperation for Innovation and the Exchange of Good Practices
Strategic Partnerships for vocational education and training

Form Version: 2.05

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

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D.2. Partner Organisation

PIC

Full legal name (National Language)

El nombre en caracteres latinos no es el nombre en inglés de la institución. Los nombres no deben traducirse.

Full legal name (Latin characters)

Acronym

National ID (if applicable)

Department (if applicable)

Address

Country

Region

P.O. Box

Post Code

CEDEX

City

Muy importante no cometer erratas con los emails de los socios, puesto que sus agencias nacionales los utilizarán como contacto para la validación.

Website

Email

Telephone 1

Telephone 2

Fax

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 (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).



[Redacted area]

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?

[Redacted area]

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

[Redacted area]

D.2.3. Legal Representative

Title	<input type="text"/>
Gender	<input type="text"/>
First Name	<input type="text"/>
Family Name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>

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

D.2.4. Contact Person

Title	<input type="text"/>
Gender	<input type="text"/>
First Name	<input type="text"/>
Family Name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>

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



D.3. Partner Organisation

PIC	<input type="text"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>
P.O. Box	<input type="text"/>
Post Code	<input type="text"/>
CEDEX	<input type="text"/>
City	<input type="text"/>
Website	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Fax	<input type="text"/>

D.3.1. Profile

Type of Organisation	<input type="text"/>
Is the partner organisation a public body?	<input type="text"/>
Is the partner organisation a non-profit?	<input type="text"/>

D.3.2. Background and Experience

Please briefly present the partner organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

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[Redacted box]

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?

[Redacted box]

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

[Redacted box]

D.3.3. Legal Representative

Title	[Yellow box]
Gender	[Red box]
First Name	[Red box]
Family Name	[Red box]
Department	[Yellow box]
Position	[Red box]
Email	[Red box]
Telephone 1	[Red box]

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

D.3.4. Contact Person

Title	[Yellow box]
Gender	[Red box]
First Name	[Red box]
Family Name	[Red box]
Department	[Yellow box]
Position	[Red box]
Email	[Red box]
Telephone 1	[Red box]

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.



E. Description of the Project

What is the rationale of this project, in terms of objectives pursued and needs and target groups to be addressed? Why should this project be carried out transnationally?

Es 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.

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

Puede ser válido tanto el partir de cero como el continuar una experiencia de colaboración previa con los mismos socios, pero debe explicarse qué se va a aportar a lo anterior.
El proyecto debe tener entidad propia al margen de su vinculación con colaboraciones previas o futuras.

How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations that have never previously been involved in a similar project? How will the tasks and responsibilities be distributed among the partners?

Es conveniente mencionar el rol de cada uno de los socios (y mencionar a todos y cada uno de los socios) y no limitarse a hablar del consorcio en términos generales.

How will cooperation and communication happen among all project partners and with other relevant stakeholders? What will be the purpose and frequency of the transnational project meetings and who will participate in them?

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.
Si en algún caso algún socio va a llevar a más de 1 o 2 personas a un encuentro, debería justificarse por qué.
Si hay instituciones que colaboran como socios no formales en el proyecto se puede mencionarlo aquí.

What are the most relevant topics addressed by your project?

Se seleccionan de un desplegable.

What results are expected during the project and on its completion? Please provide a detailed description of the expected results (if they are not listed in intellectual outputs, multiplier events or learning, training, teaching activities).

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.
Si se van a pedir productos intelectuales, este apartado sirve para describir productos de menor envergadura.

E.1. Participants

Approximately, how many persons will benefit indirectly from or will be target of the activities organised by the project? (i.e. participants for whom a specific grant is not foreseen, such as local participants in multiplier events, or other types of events, etc.)

Hay que poner cifras realistas respecto al impacto del proyecto. De ser aprobado, se evaluará durante su transcurso en función de las expectativas despertadas en la solicitud.



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

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.



F. Preparation

Please describe what will be done in preparation by your organisation and by your partners before the actual project activities take place, e.g. administrative arrangements, etc.

F.1. Project Management

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

How will the quality of the project's activities and results be monitored and evaluated? Please mention the involved staff profiles and frequency of such quality checks.

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).

What are your plans for handling project risks (e.g. conflict resolution processes)?

¿Qué conflictos han surgido en proyectos previos y cómo los hemos resuelto?

Which activities and indicators of achievement (quantitative and qualitative) will you put in place in order to assess whether and to what extent, the project reaches its objectives and results?

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



G. Implementation

Do you plan to include intellectual outputs in your project?

Yes

Please elaborate on the methodology you intend to apply in your project. Please also 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 probablemente el más importante de la solicitud y en él debe explicarse todo el programa de trabajo del proyecto.

O.6. Intellectual Outputs

When filling in the Intellectual outputs section, please specify the leading and the participating organisations under each output that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.). This will allow for specifying the corresponding costs in the specific section of the budget.

Output Identification	O1
Output Title	<p>En la convocatoria anterior, los productos estaban divididos por actividades. Ahora se explican en su conjunto, por lo que es fundamental detallarlos lo más posible. Si no se justifica adecuadamente la envergadura del producto, será eliminado de los presupuestos del proyecto.</p>
Output Description	
Languages	
Media(s)	
Activity Leading Organisation	
Participating Organisations	<p>No se podrá imputar presupuesto para ese producto a socios que no aparezcan aquí mencionados.</p>
Output Identification	O2
Output Title	
Output Description	
Languages	
Media(s)	
Activity Leading Organisation	
Participating Organisations	



Do you plan to include Multiplier Events in your project?

Yes

Multiplier Events

Grant support dissemination: 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	E1
Event Title	
Country of Venue	
Event Description	
Intellectual Outputs Covered	Los eventos deben estar vinculados a al menos un producto intelectual.
Activity Leading Organisation	País anfitrión del evento.
Participating Organisations	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.



G.1. Learning/Teaching/Training Activities

Do you plan to include transnational learning, teaching or training activities in your project?

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 the learning, teaching or training activities you intend to include in your project:

Activity No.	C1
Fields	
Activity Type	Blended mobility of VET learners
Activity Description	Long-term teaching or training assignments Short-term joint staff training events
No. of Participants	
Participants with Special Needs (out of total number of Participants)	Estos son los tipos de movilidad posibles en FP.
Accompanying Persons (out of total number of Participants)	
Duration (days)	La duración mínima es de 5 días, sin contar viajes de ida y vuelta (es decir, una semana).
Duration (months)	
Participating Organisations	No se incluye al país anfitrión, solamente quienes viajan.

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?



H. Follow-up

H.1. Impact

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

[Empty text box for expected impact]

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

Aquí se definen los diferentes niveles de impacto que pueda tener el proyecto.

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.

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.

To whom will you disseminate the project results inside and outside your organisation? 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 utilizemos para llegar a nuestro público.

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.

What kind of dissemination activities do you intend to carry out and through which channels?

[Empty text box for dissemination activities]

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.

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

[Redacted area]

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.)

[Redacted area]

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?

La sostenibilidad del proyecto. ¿Va a tener impacto una vez finalizado?

[Redacted area]



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	Grant Requested
Se calcula automáticamente en función del número de socios.			
		Total	

I.2. Transnational Project Meetings

PIC of Sending Organisation	Total No. of Meetings	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 por lo menos 100 Km.

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	No. of Working Days	Grant per Day	Grant Requested
				Total	Total	

Una fila por cada socio, cada producto y cada categoría de staff.
 No se aceptarán costes en la categoría de Manager y Administrativo salvo que estén muy bien justificados.



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

I.4. Multiplier Events

PIC of Organisation	Event Identification	Country of Venue	No. of Local Participants	Grant per Local Participant	No. of Foreign Participants	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	Activity No.	Activity Type	No. of Participants	Distance Band	Travel Grant per Participant	Grant Requested
			Total		Total	

Mismos criterios que I.2.

I.5.2. Individual Support

Long-term Learning/Teaching/Training Activities

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

Short-term Learning/Teaching/Training Activities

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

I.5.3. Linguistic Support

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

En FP nunca va a haber, puesto que solo es para movilidad de larga duración de alumnos.



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

I.6. Special Needs

PIC of Organisation	No. of Participants With Special Needs	Description	Grant Requested
Debe justificarse el coste en el que se va a incurrir por la participación de estas personas.			
			Total

I.7. Exceptional Costs

PIC of Organisation	Description of Cost Item	Grant Requested (75% of Total)
		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.
 No se aceptará ningún coste que no se justifique debidamente, nunca se debe considerar ningún coste como obvio en esta categoría.

Please provide any further information in this section.



Costes excepcionales:

- ✓ No se admiten en esta categoría:
 - ✓ Evaluación externa del proyecto (sí de un producto concreto si se justifica).
 - ✓ Plan de difusión del proyecto.
 - ✓ Página web del proyecto.
 - ✓ Impresión de folletos y materiales de difusión.
 - ✓ Costes asociados a un evento multiplicador.
 - ✓ Compra de equipos de uso habitual.
 - ✓ Costes desorbitados.
 - ✓ Tareas técnicas en la elaboración de productos cuando se han imputado costes de personal técnico.
 - ✓ Ningún coste cuya necesidad no se justifique expresamente.

Costes excepcionales:

- ü Ejemplos de gastos que deben justificarse:
 - ü Por qué debe externalizarse la traducción de materiales para este proyecto en concreto.
 - ü Por qué necesitamos subcontratar una plataforma de formación y no usamos Moodle.
 - ü Por qué necesitamos que un vídeo tenga una factura profesional.
 - ü



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+ 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 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.



Erasmus+

Application Form

Call: 2015

KA2 - Cooperation for Innovation and the Exchange of Good Practices
Strategic Partnerships for vocational education and training

Form Version: 2.05



Form hash code: 61976854461A0DF2

Form has not been submitted yet

EN



J.1. Summary of participating organisations

PIC of Organisation	Name of the Organisation	Country of the Organisation
Se autorellena con la información anterior.		
Total number of participating organisations		3



J.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	Individual Support	Linguistic Support			
Total										

J.2.1. Project Total Grant

Grant Calculated	
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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 (recommended).
 - 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.
- 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 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/>



M. 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 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:



- 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):

Es FUNDAMENTAL cumplimentar TODOS los apartados para considerar que la propuesta está correctamente firmada. Debe firmarse este apartado y anejarlo (tanto esta página como la anterior) 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)
Aquí se adjuntan: - La declaración jurada. - Los mandatos firmados por los socios. - El cronograma. De adjuntarse documentos que amplíen la información de la propuesta, no serán tenidos en cuenta por los evaluadores.	
Total Size	



O. Submission

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

O.1. Data Validation

Valid **Nos avisará si queda algún campo obligatorio por validar o si algún dato no cuadra.**

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 the official 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.

O.4. Submission Summary

This form has not been submitted yet.

O.5. Form Printing

Print the entire 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.**