

CULTURE PROGRAMME (2007-2013)

Call for proposals EACEA N° 23/2007

Co-operation measures (Strand 1.2.1)

Application Form

Phase I

Submission of proposals
Deadline: October 31, 2007

*This application form consists of **three parts**:*

Part I INFORMATION ON THE PROJECT – DESCRIPTION

Part II INFORMATION ON THE PROJECT – ESTIMATED BUDGET

In separate MS-EXCEL spreadsheet document

Part III INFORMATION ON THE APPLICANT ORGANISATIONS

This part contains a section to be completed by the coordinator ('beneficiary') and additional sections to be completed by each co-organisier ('co-beneficiary')

NOTE:

The numbers in brackets refer to the Applicant's Guide, a document which provides information about this application form

Application reference number
(to be filled in by EACEA services)

CLT2008/1.2.1/

Date

ACKNOWLEDGMENT OF RECEIPT

TO BE COMPLETED BY THE COORDINATOR

Name and address of the coordinator			
Organisation			
Street		N°	
PO Box		Postal Code	
City			
Country			

Application for the project entitled:	
---------------------------------------	--

TO BE COMPLETED BY EACEA SERVICES

<p>CULTURE PROGRAMME (2007-2013) CALL FOR PROPOSALS EACEA N° 23/2007 Strand 1.2.1</p>
<p>Application Reference Number – to be quoted in all correspondence</p>
<p>CLT2008/1.2.1/</p>
<p>Date of submission of the application – Phase I (Date of postmark or courier service stamp)</p>
<p>(D) Registration N° EACEA / P.05:</p>

Part I

INFORMATION ON THE PROJECT – DESCRIPTION

ATTENTION: In case your proposal is selected for funding, this part will be annexed to the Grant Agreement.

1. GENERAL INFORMATION ON THE PROJECT

Project title (1)			
Project acronym (1)			
Project start date (2)		Project end date (2)	
Project duration (2)	<i>months</i>		

1.1. Cooperating organisations (3)

Role	Name of the organisation	Country (ISO code)
Coordinator		
Co-organiser N° 1		
Co-organiser N° 2		
Co-organiser N° 3		
Co-organiser N° ..		

1.2. Domains most relevant to the project (4)

Domains		YES
Cultural Heritage	(CH)	<input type="checkbox"/>
Visual Arts	(VA)	<input type="checkbox"/>
Performing Arts	(PA)	<input type="checkbox"/>
Literature, Books & Reading	(LBR)	<input type="checkbox"/>
Architecture	(AR)	<input type="checkbox"/>
Design, Applied Arts	(DAA)	<input type="checkbox"/>
Interdisciplinary (please specify domains)	(ID)	<input type="checkbox"/>
Other (please specify)	(OTH)	<input type="checkbox"/>

1.3. Activities most relevant to the project (5)

Activities		YES
Performance	(RP)	<input type="checkbox"/>
Fair/Exhibition	(FE)	<input type="checkbox"/>
Festival	(FV)	<input type="checkbox"/>
Publication	(PU)	<input type="checkbox"/>
Research	(RE)	<input type="checkbox"/>
Training	(FO)	<input type="checkbox"/>
Conference/ Seminar/ Workshop	(CO)	<input type="checkbox"/>
Other (please specify)	(OTH)	<input type="checkbox"/>

2. SUMMARY OF THE PROJECT (6)

Please provide a summary of the project in English, or French, or German.
(max. 2.000 characters)

3. DETAILED DESCRIPTION OF THE PROJECT (7)

ATTENTION: This section of the application form will serve the purpose of evaluating your proposal on the basis of the award criteria (i.e. European added value, relevance to the specific objectives of the Programme, excellence of proposed cultural activities).

3.1. Description of the project (between 15.000 – 20.000 characters, i.e. maximum 5 pages)

3.2. Relevance to the specific objectives of the Programme

(please tick as appropriate)

- The project supports the trans-national mobility of people working in the cultural sector

YES
☐

- The project encourages the trans-national circulation of artistic and cultural works and products

YES
☐

- The project encourages intercultural dialogue

YES
☐

4.1. Description of the project activities (8)

N°	Title of activity	Description
1		
2		
3		
4		
5		
6		

Please add further rows as necessary

4.2. Timetable for the implementation of the project activities

Please fill in the following table in accordance with the description of the project activities in point 4.1

Project start date		Project end date							
N°	Title of activity	From (m/yyyy)	To (m/yyyy)	Location	Name of coordinator/co- organiser responsible and involved	Anticipated cost €	Relevant budget item(s)	Subcontracting (tick if appropriate)	Name of subcontractor (if known)
1								<input type="checkbox"/>	
2								<input type="checkbox"/>	
3								<input type="checkbox"/>	
4								<input type="checkbox"/>	
5								<input type="checkbox"/>	
6								<input type="checkbox"/>	

Please add further rows as necessary

5. QUALITY OF PARTNERSHIP

5.1. Comprehensive presentation of cooperation (9)

Please add a further column if necessary

	Name of the Organisation	Name of the Organisation	Name of the Organisation	Name of the Organisation	Name of the Organisation	Name of the Organisation
	Country	Country	Country	Country	Country	Country
TOTAL BUDGET	Coordinator	Co-organiser N° 1	Co-organiser N° 2	Co-organiser N° 3	Co-organiser N° ..	Co-organiser N° ..
EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES
Chapter 1	0,00					
Chapter 2	0,00					
Chapter 3	0,00					
Chapter 4	0,00					
Chapter 5	0,00					
Chapter 6	0,00					
TOTAL	0,00	0,00	0,00	0,00	0,00	0,00
	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME
Grant as of chapter3	0,00					
Grant for chapters (1+2+4+5+6)	0,00					
Total ch.1 (max 50%)	0,00					
Chapter 2	0,00					
Chapter 3	0,00					
TOTAL	0,00	0,00	0,00	0,00	0,00	0,00

5.2. What will be the role (i.e. tasks) of each co-organiser in the design and implementation of the project?

5.3. Please describe the method of management applied to the project (cooperation scheme with co-organisers, i.e. contacts, meetings, monitoring of activities)

6. EXPECTED LEVEL OF OUTPUTS

6.1. What are the expected outputs, both tangible and intangible, of your activities?

6.2. Please specify who and how many people might benefit directly and indirectly from the results of the proposed activities?

6.3. What is the level of the trans-sectorial (i.e. interdisciplinary) dimension of your project and the potential for interaction between different artistic and cultural domains (i.e. performing arts, visual arts, cultural heritage, design and applied arts, literature, architecture, new media)?

6.4. Please specify which are the different European countries participating in the Programme that will host and/or benefit from the activities?

7. COMMUNICATION AND PROMOTION ACTIVITIES

7.1. Could you please detail your communication and promotion plan? Which are the different communication tools used (website, magazines, brochures, newspapers, radio, TV, etc.)?

7.2. How do you intend to disseminate the results of your activities?

7.3. How do you intend to promote the visibility of the European Union through your project?

8. SUSTAINABILITY

8.1. How can the proposed activities result in continued/sustained cooperation, in complementary activities and/or permanent benefits at European level? How can the project contribute to a longer-term development of cultural cooperation in Europe?

8.2. What is the potential of the proposed activities to generate other future initiatives of cultural cooperation at European or regional level?

Part II

INFORMATION ON THE PROJECT – ESTIMATED BUDGET

Please fill in and attach the budget form (EXCEL format)

Part III

INFORMATION ON THE APPLICANT ORGANISATIONS

Section i

COORDINATOR ('beneficiary')

a) Applicant organisation

Organisation legal name (1)	
Organisation short name (2)	

b) Legal address (3)

Street		N°	
Post Office Box		Postal Code	
City		Country	
Internet Homepage			

c) Legal representative

(Person authorised to sign a Grant Agreement with the Executive Agency)

Title (4)			
Surname			
First name(s)			
Position (5)			
Telephone (6)		Fax (6)	
E-mail			

d) Contact person/Project manager

(Person responsible for the general coordination/implementation of the action)

Title (4)			
Surname			
First name(s)			
Position (5)			
Telephone (6)		Fax (6)	
E-mail			

e) Person responsible for financial matters

Title (4)			
Surname			
First name(s)			
Position (5)			
Telephone (6)		Fax (6)	
E-mail			

f) What year was your organisation formed

(yyyy)

g) Number of permanent staff employed by the organisation

Full time:

Part time:

h) Experience in the domain(s) to which this application relates (7)

Cultural Heritage (CH) <input type="checkbox"/>	Visual Arts (VA) <input type="checkbox"/>	Performing Arts (PA) <input type="checkbox"/>	Literature, books & reading (LBR) <input type="checkbox"/>	Architecture (AR) <input type="checkbox"/>
Design, Applied Arts (DAA) <input type="checkbox"/>	Interdisciplinary (ID) <input type="checkbox"/> (please specify domains)			
Other (OTH) <input type="checkbox"/> (please specify)				

ATTENTION: Please attach an Activity Report of your organisation covering the past two years in the relevant domain(s) (Annex III.i.B)

i) Previous experience in cultural cooperation with organisations from other countries participating in the Culture Programme (8)

Please indicate only experience of the past three years

Country (ISO code)	Name of the organisation	Year (yyyy)		Project title
		From	To	

Organisation legal name:
Legal representative:
(Surname, First name)

Position in the organisation:
Date:
(dd/mm/yyyy)

Signature:

Part III

INFORMATION ON THE APPLICANT ORGANISATIONS

Section i

COORDINATOR ('beneficiary')

ANNEXES ⁽⁹⁾

ANNEX III.i.A	Declaration on honour (Legal status)	YES	<input type="checkbox"/>
ANNEX III.i.B	Activity Report of the past two (2) years	YES	<input type="checkbox"/>
ANNEX III.i.C	Curriculum Vitae	YES	<input type="checkbox"/>
ANNEX III.i.D	Declaration on honour (Operational and Financial Capacity, Promotion and Publicity, Double Funding)	YES	<input type="checkbox"/>

NOTE:

For each annex please use the cover page provided for this purpose

Part III

INFORMATION ON THE APPLICANT ORGANISATIONS

Section i

COORDINATOR ('beneficiary')

ANNEX III.i.A

COVER PAGE

LEGAL STATUS
Declaration on honour

LEGAL STATUS
Coordinator's ('beneficiary's') declaration on honour

On behalf of the organisation I represent, I certify that the information in Part III of the present application is accurate and correct and that my organisation meets all the eligibility criteria laid down in the Call for Proposals EACEA n° 23/2007.

In particular, I certify that the organisation I represent

- a) is a public ☐ private body ☐ (*tick as appropriate*) with legal status;
- b) has its principal activity in the cultural sphere;
- c) has its registered legal seat in one of the countries taking part in the Programme Culture (2007-2013).

I further undertake, on behalf of the organisation I represent, to submit the required documents demonstrating the legal status of my organisation, in line with the present declaration on honour and in accordance with the eligibility criteria laid down in the Call for Proposals EACEA n° 23/2007, upon request of the services of the Executive Agency Education, Culture & Audiovisual and within the set deadline.

I am fully aware that, in case my organisation fails to submit the requested documents within the set deadline (maximum one month following the request of the Executive Agency), the present application will be considered non eligible.

Organisation legal name:			
Legal representative: (Surname, First name)			
Position in the organisation:			
Date: (dd/mm/yyyy)		Signature:	

Part III INFORMATION ON THE APPLICANT ORGANISATIONS

Section i COORDINATOR ('beneficiary')

ANNEX III.i.B

COVER PAGE

Activity Report of the past two (2) years

Part III

INFORMATION ON THE APPLICANT ORGANISATIONS

Section i

COORDINATOR ('beneficiary')

ANNEX III.i.C

COVER PAGE

Curriculum Vitae of the person(s) responsible for the general coordination/implementation of the action (*project manager*)

Part III INFORMATION ON THE APPLICANT ORGANISATIONS

Section i COORDINATOR ('beneficiary')

ANNEX III.i.D

COVER PAGE

**OPERATIONAL & FINANCIAL CAPACITY – PROMOTION AND PUBLICITY – DOUBLE FUNDING
Declaration on honour**

Operational and Financial Capacity, Promotion and Publicity, Double Funding Coordinator's ('beneficiary's') declaration on honour

On behalf of the organisation I represent, I certify that the information in Part I, II and III of the present application is accurate and correct and that the estimated costs meet the criteria of eligible costs for Co-operation Measures, in line with the specifications accompanying this call for proposals and the normal cost accounting principles of my organisation.

I also certify that the organisation I represent

- a) has stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to provide any counterpart funding necessary;
- b) has the operational capacity to complete successfully the proposed action;
- c) is not in one of the situations in Article 93 (1) and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) n° 1605/2002);
- d) is committed to participate in the proposed project as coordinator in the following way:

- **Conceptual role** (*brief description*)

- **Implementation role** (*brief description*)

- **Financial contribution in EURO**

Should the application be selected for funding, I hereby undertake to refer clearly to the Community funding awarded on all possible occasions, whether public or not and whether official or not, and in all information material. If selected, I agree to let the European Commission services publish details of the project as well as the name and country of origin of my organisation on their website.

I am fully aware that my organisation is not entitled to receive more than one grant from the European Community budget for the action covered by this application. My organisation will therefore withdraw any other application for any other European Community grant, should this application be selected for funding, or will withdraw this application, should any other application be selected for funding.

I am fully aware that, in case my organisation fails to submit the requested documents within the set deadline (maximum one month following the request of the Executive Agency), the present application will be considered non eligible.

Organisation legal name:			
Legal representative: (Surname, First name)			
Position in the organisation:			
Date: (dd/mm/yyyy)		Signature:	

Part III

INFORMATION ON THE APPLICANT ORGANISATIONS

This section must be completed by each co-organisier ('co-beneficiary')

Section ii CO-ORGANISER ('co-beneficiary')	N° 1 <input type="checkbox"/>	N° 2 <input type="checkbox"/>	N° 3 <input type="checkbox"/>	N° .. <input type="checkbox"/>
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a) Co-organisier	
Organisation legal name (1)	
Organisation short name (2)	

b) Legal address (3)			
Street		N°	
Post Office Box		Postal Code	
City		Country	
Internet Homepage			

c) Legal representative <i>(Person authorised to legally commit the organisation)</i>			
Title (4)			
Surname			
First name(s)			
Position (5)			
Telephone (6)		Fax (6)	
E-mail			

d) Project manager <i>(Person responsible for the implementation of the action)</i>			
Title (4)			
Surname			
First name(s)			
Position (5)			
Telephone (6)		Fax (6)	
E-mail			

e) What year was your organisation formed

(yyyy)

f) Number of permanent staff employed by the organisation

Full time:

Part time:

g) Experience in the domain(s) to which this application relates (7)

Cultural Heritage (CH) <input type="checkbox"/>	Visual Arts (VA) <input type="checkbox"/>	Performing Arts (PA) <input type="checkbox"/>	Literature, books & reading (LBR) <input type="checkbox"/>	Architecture (AR) <input type="checkbox"/>
Design, Applied Arts (DAA) <input type="checkbox"/>	Interdisciplinary (ID) <input type="checkbox"/> (please specify domains)			
Other (OTH) <input type="checkbox"/> (please specify)				

ATTENTION: Please attach an Activity Report of your organisation covering the past two years in the relevant domain(s) (Annex III.ii.B)

h) Previous experience in cultural cooperation with organisations from other countries participating in the Culture Programme (8)

Please indicate only experience of the past three years

Country (ISO code)	Name of the organisation	Year (yyyy)		Project title
		From	To	

Organisation legal name:
Legal representative:
(Surname, First name)

Position in the organisation:
Date:
(dd/mm/yyyy)

Signature:

Part III

INFORMATION ON THE APPLICANT ORGANISATIONS

Section ii
CO-ORGANISER ('co-beneficiary')

Nº 1
☐

Nº 2
☐

Nº 3
☐

Nº ..
☐

ANNEXES ⁽⁹⁾

ANNEX III.ii.A

Declaration on honour (Legal Status)

YES

☐

ANNEX III.ii.B

Activity Report of the past two (2) years

YES

☐

ANNEX III.ii.C

Curriculum Vitae

YES

☐

ANNEX III.ii.D

Declaration on honour (Operational and Financial Capacity, Promotion and Publicity, Double Funding)

YES

☐

NOTE:

For each annex please use the cover page provided for this purpose

Part III

INFORMATION ON THE APPLICANT ORGANISATIONS

Section ii CO-ORGANISER ('co-beneficiary')	Nº 1 <input type="checkbox"/>	Nº 2 <input type="checkbox"/>	Nº 3 <input type="checkbox"/>	Nº .. <input type="checkbox"/>
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ANNEX III.ii.A

COVER PAGE

LEGAL STATUS
Declaration on honour

LEGAL STATUS
Co-organisier's ('co-beneficiary's') declaration on honour

On behalf of the organisation I represent, I certify that the information in Part III of the present application is accurate and correct and that my organisation meets all the eligibility criteria laid down in the Call for Proposals EACEA n° 23/2007.

In particular, I certify that the organisation I represent

- a) is a public ☐ private body ☐ (*tick as appropriate*) with legal status;
- b) has its principal activity in the cultural sphere;
- c) has its registered legal seat in one the countries taking part in the Programme Culture (2007-2013).

I further undertake, on behalf of the organisation I represent, to submit the required documents demonstrating the legal status of my organisation, in line with the present declaration on honour and in accordance with the eligibility criteria laid down in the Call for Proposals EACEA n° 23/2007, upon request of the services of the Executive Agency Education, Culture & Audiovisual and within the set deadline.

I am fully aware that, in case my organisation fails to submit the requested documents within the set deadline (maximum one month following the request of the Executive Agency), the present application will be considered non eligible.

Organisation legal name:			
Legal representative: (Surname, First name)			
Position in the organisation:			
Date: (dd/mm/yyyy)		Signature:	

Part III INFORMATION ON THE APPLICANT ORGANISATIONS

Section ii CO-ORGANISER ('co-beneficiary')	Nº 1 <input type="checkbox"/>	Nº 2 <input type="checkbox"/>	Nº 3 <input type="checkbox"/>	Nº .. <input type="checkbox"/>
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ANNEX III.ii.B

COVER PAGE

Activity Report of the past two (2) years

Part III

INFORMATION ON THE APPLICANT ORGANISATIONS

Section ii CO-ORGANISER ('co-beneficiary')	Nº 1 <input type="checkbox"/>	Nº 2 <input type="checkbox"/>	Nº 3 <input type="checkbox"/>	Nº .. <input type="checkbox"/>
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ANNEX III.ii.C

COVER PAGE

**Curriculum Vitae of the person(s) responsible for the implementation of the action
(*project manager*)**

Part III

INFORMATION ON THE APPLICANT ORGANISATIONS

Section ii CO-ORGANISER ('co-beneficiary')	Nº 1 <input type="checkbox"/>	Nº 2 <input type="checkbox"/>	Nº 3 <input type="checkbox"/>	Nº .. <input type="checkbox"/>
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ANNEX III.ii.D

COVER PAGE

OPERATIONAL & FINANCIAL CAPACITY – PROMOTION AND PUBLICITY – DOUBLE FUNDING
Declaration on honour

Operational and Financial Capacity, Promotion and Publicity, Double Funding Co-organisier's ('co-beneficiary's') declaration on honour

On behalf of the organisation I represent, I certify that the information in Part I, II and III of the present application is accurate and correct and that the estimated costs meet the criteria of eligible costs for Co-operation Measures, in line with the specifications accompanying this call for proposals and the normal cost accounting principles of my organisation.

I also certify that the organisation I represent

- a) has stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to provide any counterpart funding necessary;
- b) has the operational capacity to complete successfully the proposed action;
- c) is not in one of the situations in Article 93 (1) and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) n° 1605/2002);
- d) is committed to participate in the proposed project as coordinator in the following way:

- **Conceptual role** (*brief description*)

- **Implementation role** (*brief description*)

- **Financial contribution in EURO**

Should the application be selected for funding, I hereby undertake to refer clearly to the Community funding awarded on all possible occasions, whether public or not and whether official or not, and in all information material. If selected, I agree to let the European Commission services publish details of the project as well as the name and country of origin of my organisation on their website.

I am fully aware that my organisation is not entitled to receive more than one grant from the European Community budget for the action covered by this application. My organisation will therefore withdraw any other application for any other European Community grant, should this application be selected for funding, or will withdraw this application, should any other application be selected for funding.

I am fully aware that, in case my organisation fails to submit the requested documents within the set deadline (maximum one month following the request of the Executive Agency), the present application will be considered non eligible.

Organisation legal name:			
Legal representative: <i>(Surname, First name)</i>			
Position in the organisation:			
Date: <i>(dd/mm/yyyy)</i>		Signature:	