



**Education, Audiovisual &
Culture Executive Agency**

CULTURE PROGRAMME (2007-2013)

Support for cultural actions - 2007

Multi-annual Co-operation Projects (Strand 1.1)

Application Form

INFORMATION ON THE APPLICANT/CO-ORDINATOR
Part I.i

Application Reference Number
(to be filled in by EACEA services)

Remark:

Numbering: You will find for each number between brackets an explanatory note in the Application Guide.

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

Legal address (3)			
Street name and number			
PO Box		Postal Code	
Town		Country	
Internet Homepage			

Legal representative (Person authorised to sign a Grant Agreement with the Executive Agency)			
Title (4)			
Name			
First name(s)			
Position (5)			
Telephone (6)		Fax (6)	
Email			

Contact person/Project manager (Person responsible for the general coordination/implementation of the action)			
Title (4)			
Name			
First name(s)			
Position (5)			
Telephone (6)		Fax (6)	
Email			

Person responsible for financial matters			
Title (4)			
Name			
First name(s)			
Position (5)			
Telephone (6)		Fax (6)	
Email			

Legal status	
Is your organisation public or private? (7)	Public <input type="checkbox"/> Private <input type="checkbox"/>
If your organisation is private is it a public body? (YES/NO) (8)	
If your organisation is commercial (i.e engaged in an economic activity), please specify the type (9)	
Is your organisation able to recover VAT? (YES/NO)	

Structure of the organisation (10)	

Permanent staff employed by the organisation (number) (11)	
---	--

Organisation's usual source of finance (12)
Please attach the relevant annexes (see Application guide)

--

Experience in the domain(s) to which this application relates (13)

Please attach the relevant annexes (see Application guide)

Previous experience in cooperation with organisations in other countries participating in the Culture Programme (14)**Are there dependencies between your organisation and the co-organisers involved in this application? (YES/NO) (15)**If **Yes**, please specify the organisation name**Financial support previously obtained under Culture 2000 Programme (16)**

Year	Project title	Amount in euros	Agreement number

Financial support previously obtained directly or indirectly from a European institution or Community body during the past three years (16)

Year	Project title	Amount in euros	Agreement number

Has your organisation submitted for, or does it intend to submit for, a grant application for this project or another project to other strands of Culture programme (2007-2013) or to another European Commission department? (YES/NO) (17)If **Yes**, please specify

Date

Signature



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INFORMATION ON THE APPLICANT/CO-ORDINATOR
Part I.i

ANNEXES TO PART I.i (18)



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INFORMATION ON THE APPLICANT/CO-ORDINATOR
Part I.i

ANNEX I.i.A

Legal Entity form and supporting documents



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INFORMATION ON THE APPLICANT/CO-ORDINATOR
Part I.i

ANNEX I.i.B

Financial Identification form



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INFORMATION ON THE APPLICANT/CO-ORDINATOR
Part I.i

ANNEX I.i.C

Co-operation Agreement



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INFORMATION ON THE APPLICANT/CO-ORDINATOR
Part I.i.

ANNEX I.i.D

**Official Accounts (Balance sheet & Profit and Loss
accounts)**

and

Financial capacity form



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INFORMATION ON THE APPLICANT/ CO-ORDINATOR
Part I.i.

ANNEX I.i.E

Activity Report



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INFORMATION ON THE APPLICANT/CO-ORDINATOR
Part I.i.

ANNEX I.i.F

Curriculum Vitae



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Application Form

**INFORMATION ON THE APPLICANT/CO-ORDINATOR
Part I.i.**

ANNEX I.i.G

Applicant/Co-ordinator's Declaration on honour

Applicant/Co-ordinator declaration on honour	
Project title	
Organisation name	

to be signed by the legal representative of the organisation

I certify that the information relating to our organisation set out in part I, II and III of the Application Form is accurate and correct, that the estimated costs meet the criteria for eligible costs for Co-operation Measures, as established in the specifications accompanying this call for proposals and in our normal cost accounting principles, and that they reflect the estimated costs expected to be incurred in carrying out the work described in Part II (description of the project).

I also certify that the organisation I represent,

a) is committed to participate in the above mentioned project as follows:

Conceptual role (brief description)

--

Implementation role (brief description)

--

Financial contribution in euros (min. 5% of the total budget)

Amount:

b) 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.

c) has the operational capacity to complete the proposed action.

d) 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).

Should the application be selected, 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 the details of the project on their website.

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

Date (DD/MM/YYYY)	
Name, First Name(s)	
Position	
Signature	



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INFORMATION ON THE CO-ORGANISERS

Part I.ii

To be filled in by each co-organiser

Co-organiser	
Co-organiser number	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Organisation legal name (1)	
Organisation short name (2)	

Legal address (3)	
Street name and number	
PO Box	Postal Code
Town	Country
Internet Homepage	

Legal representative	
Title (4)	
Name	
First name(s)	
Position (5)	
Telephone (6)	Fax (6)
Email	

Contact person/Project manager (Person, in your organisation, responsible for the implementation of the action)	
Title (4)	
Name	
First name(s)	
Position (5)	
Telephone (6)	Fax (6)
Email	

Legal status	
Is your organisation public or private? (7)	Public <input type="checkbox"/> Private <input type="checkbox"/>
If your organisation is private is it a public body? (YES/NO) (8)	
If your organisation is commercial (i.e. engaged in an economic activity), please specify the type (9)	
Is your organisation able to recover VAT? (YES/NO)	

Structure of the organisation (10)	
Permanent staff employed by the organisation (number) (11)	
Organisation's usual sources of finance (12)	
Please attach the relevant annexes (see Application guide)	

Experience in the domain(s) to which this application relates (13)	
Please attach the relevant annexes (see Application guide)	

Previous experience in cooperation with organisations in other countries participating in the Culture Programme (14)

--

Are there dependencies between your organisation and the other co-organisers involved in this application? (YES/NO) (15)

If Yes , please specify the organisation name	
--	--

Financial support previously obtained under Culture 2000 Programme (16)

Year	Project title	Amount in euros	Agreement number

Financial support previously obtained directly or indirectly from a European institution or Community body during the past three years (17)

Year	Project title	Amount in euros	Agreement number

Has your organisation submitted for, or does it intend to submit for, a grant application for this project or another project to other strands of Culture Programme (2007-2013) or to another European Commission department? (YES/NO) (18)

If Yes , please specify	
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Date		Signature	
------	--	-----------	--



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INFORMATION ON THE CO-ORGANISERS

Part I.ii.

ANNEXES to Part I.ii. (18)



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INFORMATION ON THE CO-ORGANISERS

Part I.ii

ANNEX I.ii.A

Legal Entity form and supporting documents



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Application Form

INFORMATION ON THE CO-ORGANISERS

Part I.ii.

ANNEX I.ii.B

Official Accounts (Balance sheet & Profit and Loss accounts)



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Application Form

INFORMATION ON THE CO-ORGANISERS
Part I.ii.

ANNEX I.ii.C

Activity Report



**Education, Audiovisual &
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Application Form

INFORMATION ON THE CO-ORGANISERS

Part I.ii

ANNEX I.ii.D

Curriculum Vitae



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Application Form

INFORMATION ON THE CO-ORGANISERS

Part I.ii

ANNEX I.ii.E

Mandate

MANDATE

[full official name]

[official address in full]

[official registration No]

[VAT number],

(“the co-beneficiary”), represented for the purposes of signature of this mandate by [name, forename and function]

of the one part,

and

[full official name]

[official address in full]

[official registration No]

[VAT number],

(“the co-ordinator”), represented for the purposes of signature of this mandate by [name, forename and function]

HAVE AGREED

for the purposes of the implementation of the action entitled

[project title] (“the action”),

the following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in its name and for its account in submitting the above project and, if selected for a grant award, signing an agreement with the Agency and its subsequent amendments. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of the above project and related agreement with the Agency.
2. The co-beneficiary hereby confirms having taken careful note of all the provisions of the relevant call for proposals and model grant agreement, in particular of all provisions affecting the co-beneficiary and the co-ordinator (Article I.10).
3. The co-beneficiary hereby undertakes to do everything in his power to carry out properly the actions assigned to him acting on his own responsibility, and certifies that it has the operational and financial capacity to participate in the action mentioned above.
4. The co-beneficiary hereby agrees to do everything in his power to help the co-ordinator fulfil the co-ordinator’s obligations under the proposed grant agreement.
5. In particular, in accordance with Article I.10 of the proposed grant agreement, the co-beneficiary hereby agrees to provide to the co-ordinator whatever documents or information may be required, as soon as possible after receiving the request from the co-ordinator.
6. The co-beneficiary acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive the funds from the Agency and distribute the amounts corresponding to the participation of each organisation in the project as laid down in Articles I.6 and I.10.1.d) of the proposed agreement.
7. The provisions of this mandate, shall take precedence over any other agreement between the co-beneficiary and the co-ordinator, which may have an effect on the implementation of the above action.

8. Subject to selection for a grant award, a copy of this mandate shall be annexed to the agreement signed between the co-ordinator and the Agency and shall form an integral part of it.

SIGNATURES

For the **co-beneficiary**

For the **co-ordinator**

[name/forename],

Function:

[name/forename],

Function:

Done at _____, Date: .. / .. /

Done at _____, Date: .. / .. /

In duplicate in English



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INFORMATION ON THE CO-ORGANISERS

Part I.ii

ANNEX I.ii.F

Co-organiser's Declaration on honour

Co-organiser's declaration on honour	
Project title	
Organisation name	

to be signed by the legal representative of the organisation

I certify that the information relating to our organisation set out in part I, II and III of the Application Form is accurate and correct, that the estimated costs meet the criteria for eligible costs for Co-operation Measures, as established in the specifications accompanying the call for proposals and in our normal cost accounting principles, and that they reflect the estimated costs expected to be incurred in carrying out the work described in Part II (description of the project),

I also certify that the organisation I represent,

a) is committed to participate in the above mentioned project as follows:

Conceptual role (brief description)
Implementation role (brief description)
Financial contribution in euros (min. 5% of the total budget)
Amount:

b) 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.

c) has the operational capacity to complete the proposed action.

d) 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).

Should the application be selected, 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 the details of the project on their website.

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

Date (DD/MM/YYYY)	
Name, First Name(s)	
Position	
Signature	



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INFORMATION ON THE PROJECT - DESCRIPTION

Part II

II.1 Information on the project

Project acronym (1)	
Project Title (1)	
Project duration in months (2)	
Specific Programme objectives relevant to the project	
Specific objectives (3)	1 2 3
Domain(s) most relevant to the project (4)	
Cultural Heritage (CH)	
Visual Arts (VA)	
Performing Arts (PA)	
Literature, books and reading (LBR)	
Design, Applied Arts (DAA)	
Interdisciplinary (ID) (please specify domains)	
Other (OTH) (Please specify)	
Activities most relevant to the project (5)	
Seminar (SE)	
Research (RE)	
Conference (CO)	
Publication (PU),	
Fair/Exhibition (FE)	
Training (FO),	
Performance (RP),	
Festival (FV),	
Workshop (WK)	
Other (OTH) (Please specify)	

II.2 Information on the project

Description of the project

Abstract (6)
(max. 2000 characters)

II.3 Information on the project

Description of the project

Detailed description (7)

(between 20.000 – 30.000 characters)

1. What are the objectives of the project and how will they be achieved?
2. What activities are planned?
3. Where and when will the activities take place and how long will they last?
4. How will the co-organisers co-operate in the implementation of the project?
5. How will the project implement the communication/ dissemination plan?
6. Who will benefit from the project?
7. What is the added value of the co-operation on a European level?
8. What results are anticipated on a long-term basis?

II.5 Information on the project

Partner organisations (9)

Who are the partners associated with the project

Partner organisation(s) at local or regional level

Partner organisation(s) at national level

Partner organisation(s) at international level



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**ESTIMATE BUDGET
PART III**

Please fill in and insert the relevant Excel files



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CHECK-LIST

Document	Number of copies	Yes
Cover letter accompanying the Application file	2	
Application form dated and signed	2	
Acknowledgement of receipt indicating the applicant's organisation address	1	
Requested documents and annexes for part I	Number of copies	Yes
Annexes I.i.A. and I.ii.A Legal Entity form together with relevant documents signed by the applicant's organisation and each of the co-organisers (official proof of the organisation legal status, e.g. officially registered articles of association or statutes (with the exception of public bodies)	1	
Annex I.i.B. Bank ID form signed by the applicant and the bank	1	
Annex I.i.C Co-operation Agreement , dated and signed	2	
Annex I.ii.E Mandate dated and signed	2	
Annexes I.i.E and I.ii.C Recent Activity Reports of the applicant organisation and each of the co-organisers.	1	
Annexes I.i.D and I.ii.B. Approved accounts (Balance sheet & Profit and Loss accounts) for the last financial year for the applicant organisation and each of the co-organisers (except where the organisation is a public body). External Audit Report for the Applicant's organisation where the EC Grant requested exceeds EUR 500.000, 00.	1	
Annexes I.i.F and I.ii.D Curriculum Vitae of the legal representative and of the person in charge of overall co-ordination/implementation of the project, for the applicant organisation and each of the co-organisers.	1	
Annexes I.i.G and I.ii. F Applicant/Co-ordinator and Co-organiser Declaration on honour.	2	
Other material to support the application.	1	



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Cultural actions support for 2007

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ACKNOWLEDGMENT OF RECEIPT

Name and address of the applicant's organisation to which this acknowledgment should be sent

Name of the Organisation

Street name and Number

PO Box

Postal Code

Town

Country

Project title

To be completed by EACEA Services

Application Reference Number – to be quoted in all correspondence

**Date of Submission of the application
(Date of postmark or courier service stamp)**