



Erasmus+

Application Form

Call: 2015

KA1 - Learning Mobility of Individuals

Youth mobility

Form Version: 2.03

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 and about the Agency that will receive, assess and select your proposal;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;
- Description of the project: this section asks for information about all the stages of the project: preparation, implementation of main activities (meaning the Mobility activities) and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant 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 online.

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

For more information on the award criteria according to which the quality assessment of this application will be done please refer to the Programme Guide.

B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	Youth mobility
Call	2015
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:mm:ss - Brussels, Belgium Time)	04-02-2015 12:00:00
Language used to fill in the form	

B.1. Project Identification

Project Title	
Project Acronym	
Project Start Date (dd-mm-yyyy)	
Project Total Duration (Months)	
Project End Date (dd-mm-yyyy)	01-12-2015
Applicant Organisation Full Legal Name (Latin characters)	

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Obrasci će biti isključivo na engleskom jeziku međutim mogu se popunjavati i na hrvatskom jeziku.

Prije same prijave potrebno je dobro proučiti Vodič za program Erasmus +, područje mladih i aktivnosti unutar mobilnosti mladih
(http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

Tehničke upute za ispunjavanje e-obrasca dostupne su na sljedećem linku;
(http://ec.europa.eu/programmes/erasmus-plus/documents/eform-technical-guide_en.pdf)

Mobilnost mladih uključuje 3 aktivnosti:

- 1) Razmjene mladih,
- 2) Europsku volontersku službu
- 3) Mobilnost osoba koje rade s mladima

Konkretna aktivnost će se izabrati u nastavku prijavnog obrasca

Za ispunjavanje obrasca koristite engleski ili hrvatski jezik

Pazite da je početak projekta u skladu s datumima propisanim u programskom vodiču

Obrazac će sam izračunati kraj projekta na temelju odabrane dužine trajanja projekta



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B.2. National Agency of the Applicant Organisation

Identification

HR01 (HRVATSKA)

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

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C. Participating organisation(s)

C.1. Applicant Organisation

PIC	<input type="text"/>	<input type="button" value="Check PIC"/>
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"/>	

C.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"/>
Is your organisation: a public body at regional/national level; an association of regions; a European Grouping of Territorial Cooperation; or a profit-making body active in Corporate Social Responsibility?	<input type="text"/>

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Prijava će biti izvršena samo ako se prijavitelj prethodno registrirao na portalu za prijavitelje - URF portal

Na portalu je potrebno priložiti pravni i financijski obrazac.

<http://ec.europa.eu/education/participants/portal>

Unosom PIC koda prebaciti će se svi opći podatci organizacije prijavitelja i partnera te podatci o zakonskom zastupniku i kontakt osobi

Polje CEDEX se odnosi samo na francuske organizacije te ga nije potrebno ispuniti

Važno je da su podatci na portalu koji se povlače putem PIC broja na obrazac točni

Podatke je potrebno ažurirati ukoliko je došlo do promjena!!!

'Other' nije prihvatljiva vrsta organizacije!!!!

Ukoliko se radi o udruzi, radije koristite 'Non-profit organization'



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C.1.2. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
<input type="text"/>	<input type="text"/>

C.1.3. Background and Experience

Please briefly present your organisation.

What are the activities and experience of your organisation in the areas relevant for this application?

Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project.

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?

C.1.4. 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"/>

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Potrebno upisati samo ako se prijavljuje EVS projekt! Nakon upisa akreditacije podatci će se prebaciti iz obrasca za akreditaciju. Ukoliko je organizacija akreditirana u sklopu programa Erasmus +, kao 'accreditation reference' broj upišite PIC broj organizacije.

Opis Vaše organizacije, ciljeva i redovnih aktivnosti

Aktivnosti i iskustvo organizacije na području aktivnosti za koju se prijavljuje. Pokazuje se kapacitet i motivacija za provođenje projekta.

Kompetencije i vještine ključnih osoba (zaposlenici, volonteri...) uključenih u projekt

Potrebno je naznačiti da li ste dobili sredstva bilo kojeg programa EU u zadnjoj godini

Upišite informacije o zakonskom zastupniku, tj. osobi koja je ovlaštena potpisivati ugovor u ime organizacije prijavitelja



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

C.1.5. 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

Upišite informacije o kontakt osobi tj. osobi koja je zadužena za provođenje projekta. Iznimno je bitno upisati točne kontakt informacije (posebno e-mail adresu)



C.2. Partner Organisation

PIC	<input type="text"/>	<input type="button" value="Check PIC"/>
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"/>	

C.2.1. 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"/>

C.2.2. Accreditation

Has the organisation received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
<input type="button" value="+"/>	<input type="button" value="-"/>

Prijavitelj mora imati najmanje jednu partnersku organizaciju (bilateralna suradnja)

Partnerske organizacije također moraju imati registrirani PIC broj putem kojeg se povlače podatci o organizaciji

U trenutku prijave potrebno je priložiti potpisane partnerske sporazume („mandate letters“);
http://ec.europa.eu/programmes/erasmus-plus/documents/mandate_en.doc

'Other' nije prihvatljiva vrsta organizacije!!!!

Ukoliko se radi o udruzi, radije koristite 'Non-profit organization'

Ovo polje ispunjavate samo ako prijavljujete EVS projekt (Europska volonterska služba). Ako je partnerska organizacija akreditirana u sklopu Erasmus + programa, pod 'accreditation reference' upišite PIC organizacije



C.2.3. Background and Experience

Please briefly present the partner organisation.

What are the activities and experience of the organisation in the areas relevant for this application?

Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project.

C.2.4. Legal Representative

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

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

C.2.5. Contact Person

Title

Gender

First Name

Family Name

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Opišite partnerske organizacije na isti način na koji ste opisali i svoju organizaciju. Opis partnerske organizacije treba biti na istom jeziku kao i ostatak prijave



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Department

Position

Email

Telephone 1

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

Add Partner

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D. Description of the Project

Why do you want to carry out this project? What are its objectives? How does it link to the objectives of the Erasmus+ programme and this specific key action? What are the issues and needs are you seeking to address through this project?

How did you choose your project partners? What experiences and competences will they bring to the project? Please also describe how the project meets the needs and objectives of your partners.

What are the most relevant topics addressed by your project?

Pomoću (+)(-) moguće je dodavati ili brisati odgovore.

Opis i ciljevi projekta.
Kontekst projekta. Kako ste došli na ideju za projekt.

Naglasiti i opisati potrebe mladih, organizacija ili lokalne zajednice u projektu

Objasniti na temelju čega su ciljevi projekta uspostavljeni (istraživanja, pripremni sastanci...)

Kako ste našli partnera te što je uvjetovalo da ga odaberete? Čime će partner doprinijeti projektu u pogledu iskustva i kompetencija koje ima?

Kvalitetno partnerstvo je važno za uspješnu provedbu projekta!!!

Navesti teme projekta. Maksimalno tri iako je dovoljna i jedna dobro razrađena. Tema projekta mora biti u skladu s ciljevima projekta te je važno ne izabirati teme koje nisu jasno povezane s ciljevima projekta.

Važno je da se odabrana tema/teme održavaju kroz cijeli projekt.

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E. Participants' Profile

Please describe for each planned activity the background and needs of the participants involved and how these participants have been or will be selected.

[Empty text box for describing participant background and needs]

Please provide for each planned activity, general information on the age of participants and describe how you will ensure gender balance in the main activities carried out in your project.

[Empty text box for providing age and gender balance information]

E.1. Participants with Fewer Opportunities

Does your project involve participants facing situations that make their participation in the activities more difficult?

[Empty text box for answering about participants with fewer opportunities]

E.2. Learning Outcomes

Which competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in each planned activity of your project?

[Empty text box for listing competences to be acquired]

The Erasmus+ Programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If so, which ones?

[+] [-]

Are you planning to use any national instrument/certificate? If so, which one?

[Empty text box for listing national instruments/certificates]

How will you use the European/national instrument(s)/certificate(s) selected? How will you ensure an awareness and reflection of the participants on their learning process and competences developed in the project? Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity.

[Empty text box for describing the use of instruments and reflection methods]

Opisati kako je tema projekta povezana sa sudionicima i njihovim potrebama. Na koji način su sudionici odabrani za sudjelovanje na projektu, odnosno postali dio ovog projekta.

Upisati informacije o godinama sudionika i ravnoteži po spolovima. Pazite da je skupina uravnotežena po pitanju godina i spola.

Upisati da li projekt uključuje mlade s manje mogućnosti. U slučaju da projekt uključuje mlade s manje mogućnosti, potrebno je navesti u kojoj situaciji se nalaze i kakve dobrobiti će imati od projekta.

Za više informacija o radu s mladima s manje mogućnosti, pogledajte:

<http://www.salto-youth.net/inclusion>

Opisati rezultate učenja. Kakvo neformalno iskustvo i znanje će sudionici steći. Opisati kako će aktivnosti i neformalne metode učenja doprinijeti osobnom i društvenom razvoju sudionika.

Naglasak kvalitete na dobivenim vještinama i kompetencijama te učenju stranih jezika!

Planirate li koristiti nacionalne certifikate, koje i na koji način (jezični, IT certifikati i sl.)?

Obrazac omogućava odabir certifikata za vrednovanje stečenog znanja.
Za područje mladih; Youthpass;
<https://www.youthpass.eu/en/youthpass/>



F. Preparation

Please describe for each planned activity what will be done in preparation, by your organisation and, if relevant, by your partners and/or consortium members before the main activities take place.

F.1. Practical Arrangements

How will the practical and logistic matters of each planned activity be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

F.2. Project Management

How will you address quality and management issues (e.g. setting up of agreements with partners, learning agreements with participants, etc.)?

F.3. Preparation of Participants

Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Who will provide such preparatory activities?

Opisati fazu pripreme. Kako ćete surađivati s partnerima u pogledu logistike, dogovora i pripreme za aktivnosti. Opisati dogovor oko načina putovanja, zaštite i sigurnosti sudionika, izdavanja osiguranja i ostalih praktičnih i logističkih stvari.

Komisija je prepoznala važnost sklapanja ugovora s partnerima, ali i sudionicima. Nije obvezno, ali se preporuča radi izbjegavanja potencijalnih nesporazuma i osiguranja kvalitetne provedbe projekta kroz definiranje uloga partnera, obaveza, prava i sl.

Opisati pripremu sudionika za aktivnosti u pogledu kulturnih razlika (kulturni šok) s kojima će se susretati, jezičnih poteškoća, priprema sudionika u slučaju razlike u dobnoj skupini i sl.



G. Main Activities

Please explain the context and objectives of the activities you are planning and in which way they meet the objectives of the project.

[Empty text box for context and objectives]

What are the basic elements of those activities? For each activity, remember to describe at the very least all of the following: type of activity, venue(s), planned dates, working methods used, countries involved and the role of each project partner in the activity.

[Empty text box for activity elements]

If applicable, how do you intend to cooperate and communicate with your project partners and/or consortium members and other relevant stakeholders?

[Empty text box for cooperation and communication]

If applicable, please explain the need for accompanying persons.

[Empty text box for accompanying persons]

Ako postoji potreba za osobom u pratnju, obrazložite zašto za koje to sudionike/ sudionika

Koje su glavne aktivnosti i njihovi elementi. Opisati neformalne metode i alate koje će se koristiti. Navesti datum održavanja aktivnosti te kakva je uloga svakog partnera u njima.

Objasniti na koji su način metode rada i aktivnosti u skladu s ciljevima, rezultatima i učinkom projekta

Aktivnosti se trebaju sastojati od neformalnih metoda rada i alata koje omogućavaju aktivno sudjelovanje sudionika, njihovu kreativnost i samoprocjenu stečenih vještina i kompetencija (Youthpass)

Kako ćete surađivati i komunicirati s partnerima i ostalim dionicima uključenim u projekt?

Navesti informacije ukoliko planirate održati Posjet u svrhu planiranja aktivnosti (APV) (preporučljivo, a posebno ukoliko imate više partnera s kojima prije niste surađivali)

Opisati uloge svakog partnera u aktivnostima. Koji su njihovi zadaci i odgovornosti. Bitno je da su svi partneri uključeni u sve faze provedbe aktivnosti

Objasniti metode komunikacije, internih dogovora i sastanka između partnera prije, tokom i nakon provedenih aktivnosti

G.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Flow No.	Country of Origin	Country of Destination	Venue (City)	Distance Band	Start Date	End Date	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1													
Total													

Please attach a file for each activity (including advance planning visit) in section "Annexes" of this form.

U okviru KA1 moguće je prijaviti više aktivnosti u jednom projektu, ali i APV u EVS-u i Razmjenama se ovdje upisuje kao dodatna aktivnost. Za svaku aktivnost (osim APV-a) potrebno je dostaviti tablicu rasporeda aktivnosti

'Total Duration' -potrebno je upisati samo broj dana aktivnosti

'Travel days' – ukoliko je potrebno moguće je uključiti 1 dan prije početka i 1 dan nakon završetka aktivnosti u ukupne dane aktivnosti po kojima se računaju organizacijski troškovi

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Vrste aktivnosti:

- 1) APV - EVS
- 2) APV- Razmjene mladih
- 3) Razmjena mladih
- 4) EVS
- 5) Mobilnost osoba koje rade s mladima

Točan odabir aktivnosti (partnerske ili programske zemljama)
http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

Uključivanje osoba s manje mogućnosti i osoba s posebnim potrebama jedna je od bitnih značajki Erasmus+ programa

Ovdje navedite broj osoba s manje mogućnosti i s posebnim potrebama od ukupnog broja svih sudionika – obrazac ih neće dodatno računati

G.1.1. Summary of Activities and Participants

Activity Type	No. of Activities	No. of Participants
Total	0	0

Kalkulator za računanje udaljenosti računa udaljenost u kilometrima od mjesta polaska do mjesta održavanja aktivnosti u jednom smjeru.

Za dobivenu udaljenost u kilometrima iz kalkulatora određuje se paušalni iznos iz „distance band“ padajućeg izbornika. Paušalni iznos pokriva trošak putovanja u oba dva smjera

Linguistic Support

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Support for linguistic preparation is available for participants of European Voluntary Service (EVS) activities lasting from 2 to 12 months, either through the online linguistic assessment (for languages of group 1), or through a grant (for languages of group 2).

Online linguistic assessment is obligatory for all the EVS participants using a language from Group 1 (see table below) as a foreign language during mobility activities from 2 to 12 months.

Language Group	No. of Participants for online linguistic assessment	No. of Participants for linguistic preparation	Grant per Participant	Total Grant
Group 1 (DE, EN, ES, FR, IT, NL)	2	0	0.00	0.00
Group 2 (Other EU official languages not included in group 1)		2	150.00	300.00
Total	2	2		300.00

Jezična potpora dostupna je za **volontere koji sudjeluju u dugoročnoj EVS službi (2-12 mjeseci)**.

Prilikom prijave trebate odrediti kojim radnim jezikom će se volonter služiti (ako je moguće) te u skladu s tim može zatražiti jezičnu potporu. Nije moguće za istog volontera dobiti potporu iz obje grupe jezika (grupa 1 i grupa 2). Potpora za jezik iz grupe 2 odnosi se na financijsku potporu, a potpora za jezik iz grupe 1 vrši se preko OLS-a. OLS ili Mrežna jezična potpora alat je EK za poboljšanje jezičnih kompetencija u okviru programa Erasmus+.

OLS obuhvaća **mrežnu procjenu jezičnih kompetencija i mrežni jezični tečaj**, a dostupan je za sljedeće jezike: njemački, engleski, španjolski, francuski, talijanski i nizozemski (grupa 1).

Mrežna procjena jezičnih kompetencija **obavezna je za sve volontere** (izuzev izvornih govornika) koji će za vrijeme volontiranja primarno koristiti jedan od navedenih jezika, a vrši se prije početka i na kraju volonterske službe.

Pohađanje mrežnog jezičnog tečaja provodi se za vrijeme trajanja službe (između procjena).



H. Follow-up

Please describe what will happen after the end of your main activities.

H.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

[Empty text box for expected impact]

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

[Empty text box for desired impact]

H.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation/consortium and partners?
What will be the target groups of your dissemination activities?

[Empty text box for dissemination activities]

H.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

[Empty text box for evaluation activities]

Učinak , umnožavanje i nastavak projekta. Objasniti učinak na sudionike i partnerske organizacije. Važno je da projekt ima učinak i na lokalnu zajednicu, a i šire.

Objasniti koje će vještine i kompetencije sudionici steći (jedan od bitnih učinaka na same sudionike)

Erasmus+ program posebno naglašava važnost iskorištavanja i širenja rezultata. Opisati aktivnosti koje ćete poduzeti u pogledu širenja i iskorištavanja rezultata projekta nakon održanih aktivnosti.

Evaluacija

Preporuča se provođenje redovite evaluacije prije, za vrijeme te na kraju aktivnosti

Jesu li ostvareni početni ciljevi i rezultati te rezultati neformalnog učenja na sve uključene u projekt?

Koje aktivnosti ćete poduzeti u tu svrhu?

Svaku stranicu potrebno je „validirati“ kako biste provjerili da ste upisali sve potrebne informacije.



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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. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
A1		1						
Total								

I.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Total Duration (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant/Day	Total Grant Requested
Total							

I.3. Organisational Support

Activity No.	Activity Type	Flow No.	Country of Destination	Total Duration (days)	No. of Participants	Grant per Participant/Day	Total Grant Requested
Total							

I.4. Special needs' Support

Activity No.	Activity Type	No. of Participants With Special Needs	Description of Costs	Total Grant Requested
Total				

+ -

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I.5. Exceptional Costs

Activity No.	Activity Type	No. of Participants	Description of Costs	Total Grant Requested
Total				

+ -

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

Empty text box for comments.

Pravila financiranja obavezno pogledati u Vodiču za program Erasmus+!

Troškovi putovanja

Paušalni jedinični iznos ovisno o udaljenosti

Organizacijski troškovi

Paušalni jedinični iznos ovisno u zemlji u koju se ide na mobilnost x broju dana aktivnosti x broju sudionika (NE uključuje dane putovanja)

Individual support

Proračunska stavka odnosi se samo na EVS džeparac

Iznimni troškovi

Troškovi vize, smještaja i hrane APV-a, boravišne dozvole

Special need's support

Posebni troškovi vezani za osobe s posebnim potrebama i osobama u pratnji

Ovdje provjerite da li ste dobro unjeli informacije o aktivnostima u G.1 dijelu, koje su potrebne za izračun troškova



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.

Please provide a translation in English.

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Kratak opis projekta koji se može koristiti za objavljivanja.

Potrebno je navesti mjesto, vrstu projekta, temu i ciljeve, trajanje u danima, uključene zemlje, broj sudionika, provedene aktivnosti i neformalne metode, rezultate u učinak projekta.

U opisu projekta budite jasni, kratki i koncizni!

Ukoliko ste odabrali hrvatski jezik u pisanju projekte prijave, prijavni obrazac vas traži kratki opis projekta i na engleskom jeziku.



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J.1. Summary of participating organisations

Name of the Organisation	Country of the Organisation	Type of Organisation
Total number of participating organisations		2

Ovdje će biti prikazane sve organizacije koje sudjeluju u projektu.

Ovdje još jednom provjerite da li ključne informacije dobro upisane.

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J.2. Budget Summary

The sum of previous sections representing the total grant requested for this application.

Activity No.	Activity Type	Travel	Individual Support	Organisational Support	Special Needs Support	Exceptional Costs	Total
A1		0.00					0.00
	Total	0.00					0.00

J.2.1. Project Total Grant

Grant Calculated	0.00
------------------	------

Grant calculated:
Automatsko zbrajanje
ukupnog proračuna.
Provjeriti da li je iznos u
skladu s Vašim početnim
proračunom prije
podnošenja same prijave.

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Podatci se automatski prikazuju i zbrajaju u tablici

Potrebno je „validirati“ svaku stranicu kao bi se podaci automatski u konačnici prikazali



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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 1 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 timetable of each activity.
- 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.

Prije podnošenja prijave, provjerite jeste li sve potrebno upisali i priložili!



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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 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/>

Pročitajte prije
potpisivanja Deklaracije
časti



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 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:

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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

Deklaraciju časti potrebno je isprintati, pročitati, ispuniti podatke koji se traže, potpisati te skeniranu (obje stranice) priložiti u dio „Annexes“



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0. Submission

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

0.1. Data Validation

Validation of compulsory fields and rules

Validate

0.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

0.3. 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.

0.4. Submission Summary

This form has not been submitted yet.

0.5. Form Printing

Print the entire form

Print Form

Potrebno je „validirati“
sva poglavlja prije
podnošenja prijave

Ukoliko nedostaju
podatci, crveno
neispunjeno polje koje
će se pojaviti treba
ispuniti