Call for Proposal – EACEA/10/2018
Erasmus+ Programme - KA3 – Support for policy reform

Social Inclusion and common values: The contribution in the field of education, training & youth

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1. Introduction

For the Call - EACEA/10/2018, applicants must use the online application form (eForm) and its attachments. The purpose of the Instructions for Applicants is to offer guidance on the content of the eForm and its application procedure.

Please note that it does not replace the specific eForm User Guide that is aimed at providing guidance on the technical aspects of completing and submitting the eForm. It is available at: http://eacea.ec.europa.eu/documents/eforms_en. Please take note of the technical requirements for the eForm; should you be blocked by any technical issue described in the User Guide during submission, this will not be considered as a technical failure of the eForm. In consequence, if the submission of your eForm fails and you do not meet the deadline, your application will be rendered ineligible. Therefore it is advised to consult (on above mentioned website) the instructions as well as the sections:

- Minimum requirements
- Known issues

Should you have technical problems with the online submission of your eForm you must contact the helpdesk (eacea-helpdesk@ec.europa.eu) by email before the submission deadline, explaining your problem. If you are close to the deadline you have to include a screenshot of any error message together with a proof of time of occurrence.

You can test your connectivity to verify if technically you can submit your Eform by clicking on the Test your connection button at any moment during the preparation of your application.

2. Registration of the organisations in the participant portal

In order to submit an application, the applicant, all partners and if applicable any affiliated entities will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested during the generation of the eForm.

Without this PIC code, no application will be possible.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

https://ec.europa.eu/education/participants/portal

Documents related to the organisation also need to be uploaded in the portal.

For the Call all organisations involved in one application have to register. For further information on eligible applicants, please refer to the Guidelines for Applicants:

https://eacea.ec.europa.eu/erasmus-plus/funding_en - Call reference EACEA/10/2018

3. Accessing and filling in the eForm

3.1. ACCESSING THE EFORM

Once you have carried out the organisations' registration procedure by obtaining a Participant Identification Code (PIC) for each organisation, you can proceed with the creation of the eForm at: https://eacea.ec.europa.eu/PPMT/
Under the heading 'Applications for funding', you will have to select 'Create new application for funding' and on the next page input the following information:

- **Programme**: Erasmus+
- **Funding opportunity**: Please choose the specific line related to the Call for Proposals EACEA-10-2018, the action type being Social Inclusion, values and fundamental rights: the contribution in the field of education, training and youth. (link on new call)
- **Language**: You have to choose the English version of the eForm by choosing English from the dropdown menu.
- **List of participating organisations**: Please add all participating organisations by entering the PIC number into the requested field. The applicant organisation is always listed as the first organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will automatically appear as the first partner in the eForm. If you want your applicant organisation to be another partner in the list, you need to specifically select it at this stage on the menu of the Participant Portal asking you to choose your Applicant because once the application eForm has been created; it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it’s essential to unequivocally establish the applicant organisation before creating your application eForm.

Only after these steps you will be able to confirm your selection and create the application form.

At this stage, it is strongly recommended to save the eForm to your local computer or network drive, as it will not be possible to use the browser to fill out the application form. By not following this recommendation, you would encounter the risk to lose all the information entered so far and you would have to start the process again.

The eForm is an interactive PDF form that requires Adobe Reader software and applicants should ensure that they can install Adobe version 9 or higher on the computer they will be using to complete the application eForm. The eForm is downloaded onto your computer and can then be completed. Once the eForm is ready and the attachments have been uploaded into the form, it has to be submitted using your internet connection.

To help you verify that your application is complete, submission is only possible if all mandatory fields are filled out. If this is not the case error messages will guide you to the missing part(s)/fields.

You will be able to fill in the eForm by:

- clicking inside a (text) field to enter data;
- clicking select options from dropdown lists, checkboxes, pop-up calendars and radio buttons;
- you can use your mouse or navigate by pressing on your keyboard the **Tab key** to move forward one field or **Shift + Tab** to move backward one field;

3.2. **EFORM COVER PAGE**
Most of the information contained on the cover page is protected and is not modifiable (greyed out lines). If the information pertaining to the Call and/or Action is incorrect, you need to go back to the eForm creation page to create the correct eForm for the Call/Action you wish to apply to.

The only information to be filled in on the cover page relates to the title of your project, the project acronym and the language used to complete the eForm which must be an official EU language. It is recommended to use the language you are using as principal communication language in your partnership. Please note that the application form and its attachments must be completed in one language only.

Please also note that the Grant Agreement of the Agency will be drawn up in English.

Page two of the eForm provides an overview of the partnership you entered during form creation process. In case some of this information is not correct, you have the opportunity to modify it by entering on the Participant Portal clicking on the icons enter Participant Portal and Revise list of participating organisations and update application eForm.

### 3.3 LIST OF PARTNER ORGANISATIONS

This list will provide the name of all the organisations that participate in your proposal. It will also provide a number of validation messages. To be able to use the eForm, please be sure that all the items are marked as valid. Invalidity will make it impossible for you to validate or submit the eForm.

Please take note of the eligibility criteria as set out in the Call (See Eligibility Criteria of the Guidelines for Applicants) and the partnership composition requirements.

### 3.4 PART A - IDENTIFICATION OF THE APPLICANT AND OTHER ORGANISATIONS PARTICIPATING IN THE PROJECT

#### 3.4.1 Part A.1 - Organisation

The first organisation listed in the Participant Portal will automatically be defined as the Applicant Organisation in the eForm.

Most of the information contained in this page appears with grey lines meaning it is protected and not modifiable as the data will be retrieved automatically from the system.

The only field to be filled in on this page is the Region of the registered address, by using the dropdown list.

Please note that fields related to Accreditation Type and to Accreditation number are not applicable for the present Call.

#### 3.4.2 Part A.2 and Part A.3 - Contact Person and Legal Representative

In Part A2, complete the title, family name, first name, role in the organisation and e-mail address of the contact person.

As part of the eForm submission process, an email message acknowledging receipt of your eForm will be automatically sent to the email address entered for the contact person.

If the contact person has a different address from the registered address of the organisation, click on the related box and provide the professional address and telephone number.
The contact person is the person responsible for the daily management and monitoring of
the project activities, as well as for the submission of reports on activities and outcomes to
the Agency. This person might be different from the Legal Representative.

The Legal Representative is the person authorised by the Applicant organisation to
represent the organisation in legally binding agreements (only his/her signature will be
accepted by the Agency on all documents related to the grant (e.g. Grant Agreement,
declaration on honour, any request for amendment, progress and final reports). You will
have to fill in Part A.3 of the eForm in case the contact person is different from the Legal
Representative of the project.

Each partner is numbered in the eForm. To guarantee **coherency across all your
application** documents, please ensure you use the same partner numbering when you fill in
the following attachments of the eForm:

- Detailed project description;
- Detailed budget table.

### 3.5 PART B – ORGANISATION AND ACTIVITIES

Part B is an integral section of the organisation information and must be provided for each
partner separately. Please note that the information to be provided under B.3 *Other EU
grants* has to give a complete overview of all projects concerned for both funds received
and grants being requested.

### 3.6 PART C – DATES, BUDGET AND DESCRIPTION OF THE PROJECT

#### 3.6.1 Part C.1 – Dates and duration

Please indicate your project start date and end date. Activities must start either on 31st of
December 2018; on 15th or 31st January 2019. The project duration should be either 24 or
36 months.

The system automatically calculates your project duration in months once your project
dates have been filled in. The project duration should be either 24 or 36 months.

#### 3.6.2 Part C.2 – Summary of the budget

Under this section, please provide a summary of the budget for the project. Please note that
you are strongly advised to complete the eForm budgetary annex (i.e. the *detailed budget
table* - Excel annex) before completing this section because it is more detailed. Hence it
gives a better overview of kind of information you need provide overall. The eForm only
has a summary budget and the amounts you input here have to be identical with the
summary table of the Excel sheet.

The grey boxes are automatically calculated. All budgetary information must be provided
in **Euro/€**. Total costs and Total Revenue must be identical.

#### 3.6.3 Part C.3.1 – Summary of the project

Please provide a comprehensive summary of the main features, components and aspects of
the project. Given the limited number of characters it has to be concise, clear and pertinent.
This summary must be written in English. Please assure top quality, as it will be published online (http://ec.europa.eu/programmes/erasmus-plus/projects/) if your project is selected.

3.7 PART D – ERASMUS+ PROGRAMME TOPICS

The topics apply to E+ programme. Please choose the relevant one for your project. In the text box, please describe how your project addresses the chosen topics.

4. EFORM ATTACHMENTS

4.1 ATTACHMENTS TO THE EFORM

The eForm includes the following 4 compulsory attachments:

1. Detailed Description of the Project;
2. Detailed budget table;
3. Declaration on Honour;
4. Mandate letters.

Given that the Declaration on Honour and the mandate letters need to be signed by the relevant legal representative you need to scan them after signature and attach them as a single scanned PDF file.

4.1.1 DETAILED DESCRIPTION OF THE PROJECT

This Word annex (Detailed Description of the project) must be completed in one language only (the same language as used in the eForm). The language used to complete the project description must be an official EU language and must be a language that is understood by all the members of your consortium. This is also in line with the Declaration of Honour, which states that all the partners must have agreed to the content of the application and must have confirmed their intention to carry out the project and the tasks described. In addition, the one language only requirement (i.e. that the application is compiled in one language only) is also important in the context of the expert evaluation, as the experts assessing your application must be able to understand the language in which it is written.

All text fields in all sections are obligatory. For adding information in new columns/rows in tables of the document, please use the copy-paste or the insert row/column function of your computer.

Please note that each comment box should contain a maximum limit of words (spaces do not count), which is stated in the document (e.g. part 3.2 Quality of the project design and implementation were the maximum is set at 2000 words).

You have to respect it in order to avoid potential problems during the submission of your application. If the maximum number of words is exceeded, the assessment of your proposal will only take into account the information provided up to the maximum. The information exceeding the word limit will therefore not be assessed.

As this is a word document, it is possible to insert pictures and diagrams into the text boxes. However, please do limit those in order to avoid any potential problem during the
submission of the application. The **maximum capacity** of the Application Package (eForm + four annexes) is **10 MB**.

The Detailed Description comprises 5 parts:

**PART 1. Call objectives, Lots**

**PART 2. Presentation, role and operational capacity of partners**

**PART 3. Award Criteria**

**PART 4. Work plan and work packages**

**PART 5. Overview of partners involved and resources required**

**PART 6. Logical framework matrix (LFM)**

**PART 1. Call objectives, priorities and lots**

The *Detailed Description of the Project* contains the following Call specific elements:

- **General objectives**

- **Lots:**
  - Lot 1: Education and Training
  - Lot 2: Youth

- **Specific objectives**

**General and Specific objectives:** Please note that proposals must address one general objective and one of the specific objectives, which are listed separately.

If you esteem that the project also addresses the other general objective and/or another specific objective you should **not tick both boxes in the list**, but explain clearly how and why your project address also the other objective. This is to be done under the relevance criterion of the award criteria (cf. Section 3 Award Criteria of the *Detailed Description of the Project*.)

**Lots:** The Call lots are **exclusive**; hence you can only apply under one of the two lots with an application.

**PART 2. Presentation, role and operational capacity of partners**

Please describe each partner organisation in the project. To this end, this part 2.1 to 2.4 must be completed separately by the applicant organisation and each partner in the project. Please do not limit the information provided to general information but be specific also in relation to the aims and activities, the roles in the project and the operational capacity each partner has in relation to the project (in terms of e.g. the expertise needed, certain specialisation in the field, sector addressed, *vis à vis* the envisaged target group(s). This pertains to all four sections:

- 2.1 Aims and activities of the organisation
If one or more partners are considered as affiliated entities you have to fill out the partnership information (2.1 to 2.4) and add the information required under 2.5.

If you have associated partners, please list them in the table under 2.6. (*List of Associated Partners*). Please note that the table contains a column *Type of Institution* for which the provided codes at the end of the Detailed Description of the Project document are obligatory to use. These organisations may provide the partnership with facilities or assistance that enhances the quality of work but are not eligible to receive funding under the project. Also they cannot be responsible for any of the core activities of the project. Any such associated partner should be relevant in the context of the project and the application should explain the purpose of their contribution.

**PART 3. Award criteria**

This part covers the 4 award criteria of the call:

1. Relevance
2. Quality of the project design and implementation
3. Quality of the partnership and cooperation arrangements
4. Impact, dissemination and sustainability

They have up to 4 sub-headings per individual award criteria. Please see Section 9 of the *Guidelines for Applicants* for more information about the call award criteria.

**PART 4. Work plan and work packages:**

Please describe for each work package the envisaged activities and expected outputs to be implemented within the framework of the project. This information must be presented for each one of the envisaged work packages separately; hence the section *work package activities* must be copied as many times as the number of work packages of the project. Please be precise when listing outcomes and results so that one has a clear overview of what is being produced, when, in what quantity and in which languages.

**PART 5. Overview of partners involved and resources required**
This table provides an overview of the planned staff resources (split per staff category and per partner) for each work package. Please ensure, that you use the same order/numbering when inputting your partners as you have in the partnership table in your eForm.

PART 6. Logical framework matrix (LFM)

The logical framework matrix should give a comprehensive overview of the project objectives (general & specific), the results and activities in view of the qualitative and quantitative indicators which will be used by the partnership to measure their impact. It also should present the intervention(s) chosen to do this and explain how the indicators will be measured as part of the (those) intervention(s).

4.3 DETAILED BUDGET TABLE

This section provides information about the funding system applicable to the Call as well as practical information for the completion of the detailed budget table (Excel Workbook).

The forecasted budget must be complete, in balance and clearly state all the eligible costs (costs that can be subsidised by the European Union budget). Applicants not based in the euro zone must use the exchange rate published in the Official Journal of the European Union on the date of the publication of this call for proposals which is the 21st of March 2018.

4.3.1 Overview of individual sheets

The Excel Workbook must be completed and annexed to the eForm as a part of the application package. The detailed budget consists of the following nine individual sheets:

- Sheet 1: Consolidated Budget
- Sheet 2: A. Staff
- Sheet 3: B1. Travel and subsistence
- Sheet 4: B2. Equipment
- Sheet 5: B3 Subcontracting
- Sheet 6: B4 Other
- Sheet 7: Indirect costs
- Sheet 8: Revenue
- Sheet 9: Countries list, this list is for your information and nothing to be filled in

4.3.2 General remarks

- Only the light green cells should be completed by the applicant.
- Certain validation checks need to be undertaken in order to respect the rules and thresholds that apply to some of the costs. The aim is to ensure that applicants present correct, coherent and completed budgets.
- All figures must be presented in Euros, but no currency symbol is required. Please enter only whole numbers, and no fractions or decimals must be used.
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In order to allow the validation checks to function correctly, please do not copy/paste data from any other file and you must not link the budget table to any external tables. All figures must be entered manually into the budget table.

Sheet 1 (Consolidated Budget) lists Partnership and presents a summary of the financial data supplied. It should be completed before the other sheets. This is due to some of the data entered into sheet 1 is automatically reported to the other sheets.

The form is available in English only.

Please indicate clearly the name and country of the consortium partners in Sheet 1 (Consolidated Budget) from row 39.

4.3.3 Consolidated Budget (Sheet 1)

Identification of the project: This section provides a brief summary of the main project data.

Language: Note that the only language available is English.

Duration: The start and end dates have to be identical with those of the eForm and have to be compliant with above section 3.6.3 Part B.3.1 – Project duration.

Project Acronym: Enter the project acronym, which needs to be identical with the one in your eForm.

Project Title: Please enter the project which needs to be identical with the one in your eForm.

Part I – Consolidated figures

The section Part I is automatically completed by formulas.

A warning message appears if the maximum has been exceeded, or if the Total Costs does not equal Total Revenue.

Part II - Distribution of grant by organisation
Partner: In section **Part II**, all organisations participating in the project should be listed, following the same order as in the eForm (cf. p. 2). Every single partner should be identified with a name and a country (to be selected from the country drop down list).

**Note: P1 is the applicant organisation.**

**4.3.4 A. Staff (Sheet 2)**

Please indicate for each partner the category of staff and the number of days to be worked on the project and the cost per day. The staff costs for each partner should be recorded in one row only and should not be spread across multiple rows.

Where different salary levels apply to staff members working for the same partner and belonging to the same category, an **average** amount per day/per category must be calculated and recorded.

**Partner number**: The selection should be done from the dropdown list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet (consolidated budget).

The four categories available when completing the worksheet "A. Staff" are defined as follows:

- **Manager**: This staff category includes legislators, senior officials and managers (Staff Category 1 of the ISCO-88 (COM)).
- **Teacher/Trainer/Researcher**: This staff category includes science, health, teaching and other professionals (Staff Category 2 of the ISCO-88 (COM)).
- **Technician**: This staff category includes technicians and associate professionals (Staff Category 3 of the ISCO-88 (COM)).
- **Administrative**: This staff category includes office and customer service clerks (Staff Category 4 of the ISCO-88 (COM)).

**Number of working days on the project:** Please list the number of working days per category for each partner. Please note that this is related to permanent, temporary, and interim staff employed by partner organisations as listed in the eForm Annex – **Detailed description of the project - PART 5**. Overview of consortium partners involved and resources required with an employment contract and assigned to the project implementation.

**Cost per day**: Please write foreseen cost per day per category for each partner.
The estimated staff cost results from multiplication of (the number of persons per category x the number of days x the cost per day).

Learners, volunteers and persons working through subcontracting (e.g. freelancers, self-employed person) cannot be considered as staff member(s) and must be reported in the worksheet B3. Subcontracting.

4.3.5 B1. Travel and subsistence (Sheet 3)

This section should be completed for any travel and subsistence that have been foreseen within the project including the 2 compulsory meetings to Brussels.

Please indicate first the partner number, as indicated in worksheet 1 Consolidated Budget.

Partner number: The selection should be done from the dropdown list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet.

Country of destination: Please choose the country of destination from the dropdown menu.

Purpose of the journey: Please explain the purpose of the journey.

Work Package Title/Number: Please enter the work package title/number related to this travel or subsistence following the same numbering as in the Detailed Project Description.

Number of persons: The cell should be completed with the number of persons travelling on this journey.
**Number of days:** The cell should be completed with the total number of travel days including the travel itself.

**Daily subsistence cost per person:** Please enter the daily subsistence cost per person in line with the partner's usual practices.

**Average price return journey:** Please enter the average price per journey per person which must be reasonable, justified and comply with the principle of sound financial management in particularly regarding economy and efficiency, and in line with the partner's usual practices.

The estimated travel and subsistence cost results from multiplication of \((a \times (b \times c) + d)\) the number of persons \(x\) (the number of days \(x\) subsistence cost per day) + average price return journey.

**4.3.6 B2. Equipment (Sheet 4)**

This section should be completed for any purchase of equipment provided that it is written off in accordance with the national tax and accounting rules applicable to the partners and generally accepted for items of the same kind.

**Partner number:** The selection should be done from the dropdown list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet.
**Description:** Please describe what type of equipment you want to purchase or lease.

**Justification:** Please provide the justification of the purchase or lease of this equipment and if possible refer to which work package it relates.

**The number of items:** Please indicate how many of this equipment/item you will buy.

<table>
<thead>
<tr>
<th>Number of items</th>
<th>Cost per Item</th>
<th>Usage rate %</th>
<th>Depreciation rate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>b</td>
<td>c</td>
<td>d</td>
</tr>
</tbody>
</table>

**Cost per item:** Please write the expected price of the item

**Usage rate%:** This relates to the amount of time the equipment concerned will be used on the project. It should be expressed as a percentage, but please only write the number as the percentage sign is not necessary.

**Depreciation rate %:** Please indicate the depreciation rate of this equipment for the duration of the project according to the partner's national tax and accounting rules. But please only write the number as the percentage sign is not necessary. E.g. the annual depreciation is 48% and the duration of the project is 24 months then in this example please indicate that the depreciation rate is 96.

The estimated **equipment cost** results from multiplication of (a x b x c x d) the number of items x the cost per item x usage rate% x depreciation rate%.

4.3.7 **B3. Subcontracting (Sheet 5)**

This section is intended for specific, time-bound, project-related tasks that cannot be performed by the Consortium members themselves. Tasks to be subcontracted have to be identified in the proposal and the estimated amount entered in this budget table. The total costs for subcontracting may not be more than 30% of the total direct costs of the project. The management and the general administration of the project may not be subcontracted.

**Partner number:** The selection should be done from the dropdown list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet.
Subcontract and Work Package Title/Number: Please enter the expected name of the subcontractor and work package title/number related to this task following the same numbering as in the Detailed Project Description.

Task description: Please describe what type of tasks the subcontractor is supposed to do.

Total costs: Please enter the total expected costs.

4.3.8 B4. Other (Sheet 6)

This section is intended for other costs directly linked to the project. E.g. from requirements linked to the performance of the project. Only activities which are specific and necessary for achieving the project are considered.

Costs which are not covered by the other categories are also considered as other costs. Some examples are: one-off costs for press releases and publicity, purchase of copyrights and other Intellectual Property Rights, purchase of information materials (books, studies and electronic data), conference fees; meeting registration costs; rental of exhibition space, etc. Consumables and supplies that are identifiable and assigned to the project should be put under this heading.

All costs related to the administration of the project e.g. photocopying costs, telephone costs, internet access, paper, etc. are covered by indirect costs of the project (see below). Partner number: The selection should be done from the dropdown list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet.

Description: Please describe what type of costs you are foreseeing.

Work Package Title/Number: Please enter the work package title/number related to the other cost following the same numbering as in the Detailed Project Description

Total costs: Please enter the total expected costs.
4.3.9 Indirect costs (Sheet 7)

A flat rate amount up to 7% of the eligible direct costs for the general administrative costs, but not specific costs directly linked to performance of the project. Most of the data in this work sheet is automatically retrieved from the other sheets. You only need to enter the amounts in the column K per partner.

Indirect costs: Please enter the amount foreseen for indirect cost per partner.

4.3.10 Revenue (Sheet 8)

The revenue per partner must be entered in this worksheet with the split of foreseen EU grant and co-financing (own funding and other sources). The EU grant is limited to a maximum co-financing rate of 80% of eligible costs.

**Grant total (up to 80%):** Please enter the amount that is foreseen for EU grant per partner.

**Co-financing – own funding:** Please enter the amount per partner of the partner's own funding amount that is foreseen.

**Co-financing – Other sources amount and specification:** Please indicate the amount per partner that is foreseen as part of the co-financing coming from other sources than the partnership. Please describe under specification column R where this amount is coming from and other relevant information.

Please make sure that the figures of the Consolidated Budget sheet of your Excel match with the figures you have given in the budget summary table of the eFrom.

4.4 THE DECLARATION ON HONOUR

The applicant must submit the Declaration on Honour, completed and duly signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.
- On page 1 of the declaration: the legal representative's name, the grant amount (not the whole application budget!) and the project title must be filled in.
- On page 2 of the declaration: the private or public status of the applicant organisation has to be indicated, the legal representative's name, the function, signature, stamp of the organisation and signature date must be filled in. This declaration must be signed by the legal representative (same person as in Part A3. of P1 in the eForm) of the Applicant organisation only (not the partners). The Declaration of Honour needs to be scanned and attached to the eForm with the mandate letters as one single attachment.

4.5 THE MANDATE LETTERS

Each partner organisation listed in the eForm (excluding the applicant organisation and associated partners if applicable) needs to fill in and sign a mandate letter (compulsory template available on the Agency website) to give a mandate to the applicant organisation for the grant agreement. This mandate letter addressed to the applicant organisation must be duly signed and stamped by the legal representative of each partner organisation. Those mandate letters need to be scanned and attached to the eForm with the Declaration on Honour as one single attachment.