



A. General Information

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit;
- Participating organisation(s): this section asks for information about the applicant organisation and about other participating organisations involved as partners in the project;
- Description of the project: this section asks for information about the stages of the project which should include: preparation, implementation and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Project Summary: In this section you should describe in a compact way your project's rationale, objectives and how you intend to achieve these;
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant organisation is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form electronically;

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

B. Context

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Field	Strategic Partnerships for youth
Call	2014
Round	Round 2
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	01-10-2014 12:00:00
Language used to fill in the form	English

B.1. Project Identification

Project Title	Towards Higher Employability of Youth. European Approach
Project Acronym	THEY.EA
Project Start Date (dd-mm-yyyy)	01-04-2015
Project Total Duration (Months)	18 months
Project End Date (dd-mm-yyyy)	30-09-2016
Applicant Organisation Full Legal Name (Latin characters)	Evropská rozvojová agentura, s.r.o.



Erasmus+

Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.10
Adobe Reader Version: 11.009

Form hash code



7A25EE789F4E10E8

B.2. National Agency of the Applicant Organisation

Identification

CZ01 (ČESKÁ REPUBLIKA)

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

Form hash code: 7A25EE789F4E10E8

This form has been submitted on: 2014-10-01 11:00:36. Status: OK (1181120).

EN



C. Participating organisation(s)

C.1. Applicant Organisation

PIC	945175276
Full legal name (National Language)	Evropská rozvojová agentura, s.r.o.
Full legal name (Latin characters)	Evropská rozvojová agentura, s.r.o.
Acronym	ERA
National ID (if applicable)	28441907
Department (if applicable)	-
Address	Na Čihadle 959/55
Country	Czech Republic
Region	CZ010 - Hlavní město Praha
P.O. Box	
Post Code	16000
CEDEX	
City	Praha
Website	www.eracr.cz
Email	
Telephone 1	+420222769700
Telephone 2	+420222769700
Fax	

C.1.1. Profile

Type of Organisation	Other
Is your organisation a public body?	No
Is your organisation a non-profit?	No

C.1.2. Accreditation

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

Accreditation Type	Accreditation Reference



C.1.3. Background and Experience

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

Evropská rozvojová agentura s. r. o. (European Development Agency, EUDA) is a private and for-profit organisation specialized in education, innovation and regional development based in Prague, Czech Republic. EUDA provides state-of-the-art international expertise for public, private, non-profit and academic sectors through educational activities, international transfer of know-how, networking of key stakeholders and through development and implementation of projects on regional, national and transnational level.

Since 2008, EUDA has created an extensive international network of partner organisations that includes a wide variety of institutions and enterprises from all over the European Union, the EEA and other countries. EUDA network ranges across sectors and includes entities from the public as well as private sectors. EUDA aims at providing its network with know-how, international education programmes, partner search support, project development and project administration services. It has established many strong and lasting partnerships in the framework of European projects and partners from this network are involved also in the present project. EUDA has also a wide network of cooperating institutions in the Czech Republic, among them private NGOs, regional authorities, schools, kindergardens, universities and other educational institutions, towns, chambers of commerce, providers of social services and others, which in the present project can be used as important stakeholders, external evaluators and disseminators.

The scope of activity of EUDA is very wide, but it focuses mainly on adult education, mobility and international transfer of know-how. EUDA has participated in many international cooperation projects in these areas. EUDA has a long and successful track record in mobility of students and employees, internship/placement schemes and on cooperation between educational institutions and enterprises. The most successful implemented projects include Erasmus Work Placements Consortium with two top Prague's universities, organization of PLM mobilities within the Lifelong Learning Programme, DENS Project (within the PROGRESS Programme), Key Roma and I am Roma Projects dealing with social inclusion of Roma people, Current Trends in Social Innovation Project and Active Ageing Project within ESF Programme (both of them bringing foreign know-how in the area of social innovations to the Czech Republic), and 4 innovation projects in the Central Europe Programme (ACCESS, BICY, E2BEBIS and CENILS).

EUDA has experience in organising educational events, seminars and workshop, some of them with international audience and/or lecturers and also with creating online learning materials, e-learning contents and other modern educational tools. The main aim of EUDA is to bring know-how from other European countries to the Czech Republic and to help other institutions to grow using international cooperation. EUDA doesn't focus on youth exclusively but works with adult learners in general. In order to have better access to the target group EUDA has invited several partners experienced in youth work to the project.

What are the activities and experience of your organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

EUDA has expertise in managing its own educational projects and mobility projects and also provides support to other institutions that want to make use of international collaboration projects but do not know how to do it or do not have the necessary personal resources. During this work EUDA has identified the opportunities international cooperation represents for organisations but also for individuals. The members and employees of EUDA have found out that people, especially the young ones want to use the opportunities created by the EU, but often do not know how to do it.

Since 2009 EUDA has worked in order to contribute to the strategies of the EU and in order to lessen the unemployment rates in the EU, especially the unemployment of young people. As the labour market in the EU becomes more and more connected, in order to fight the unemployment it is necessary to use strategies and procedures on the European level, too. EUDA has during the years of its activity identified the most useful tools created by the EU in order to fight unemployment and has actively used them in its work.

EUDA would now like to rise awareness about this tools in a complex way and especially to share the knowledge with the young unemployed people (especially the NEETs - people Not in Employment, Education or Training). The know-how that we want to share will be related to the following areas:

- European Union's fight against the unemployment of youth - the legal basis, the strategies, the rights connected to the European



Citizenship

- the opportunities for work mobility in the EU - the tools for finding a job abroad and connected problems and specifics
- the systems of recognition of education and skills in the EU
- the available funding
- the available educational resources for NEETs

In all this areas EUDA has identified the need for education and awareness rising. EUDA has expertise in all mentioned areas, but in order to create better outputs, 5 partners have been invited to the project, each of them a specialist in one area mentioned. EUDA considers itself being expert especially in the area of work mobility, recognition of skills and funding (description of our expertise in these areas see above). The employees of EUDA are also experts in the area of European strategies and EU law.

The key persons in the present project:

- Magdalena Hubená - project manager

The project coordinator is a skilled project manager, equipped with all necessary skills and competencies. She has a long-time experience with providing international internships for university students, including the selection procedure, preparation of students for the experience abroad, goals setting, communication with students as well as the university representatives and organizations abroad. She has also other experience in the area of organization management, including the position of the main coordinator of the Youth in Action project and Leonardo da Vinci mobilities projects (managing groups of incoming students/trainees).

- Martin Synkule - the educational expert

Martin was the key expert involved in the project "Further Education in International Cooperation" which is a project dealing with European funding and he was responsible for the creation of the learning materials in this project, including an e-learning course. He is director of EUDA and has excessive knowledge of international projects (financed from LLP, ESF, OP Central Europe, Europe for Citizens and others) and of the systems for recognition of skills in the EU. Simultaneously he is the post gradual student in Charles University in Prague, West European Studies department, International territorial studies. He got the master degree in International Affairs with focus on Europe and EU, School of Government and International Affairs, Durham University, UK.

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

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
LLP - Leonardo da Vinci	2013	CZ/13/LLP- LdV/PS/P/134023 (WINE)	InstytutdlaZjednocenejEuropy
LLP - Erasmus	2013	ERA-ZO-2013-02 (Erasmus Work Placements)	European Development Agency
ESF - OP VK 3.2	2013	CZ.1.07/3.2.11/02.0081	European Development Agency
ESF - OP LZZ 5.1.	2012	CZ.1.04/5.1.01/77.00188	European Development Agency
OP PA	2012	CZ.2.17/1.1.00/34063	European Development Agency
LLP - Grundtvig	2012	518536-LLP-1-2011-1-ES-GRUNDTVIGGMP (KEYROMA)	Instituto de Formación Integral, S.L.U.
Central Europe	2012	4CE535P3 (E2BEBIS)	University of Bologna - Medical and Veterinary Sciences Department
Central Europe	2012	4CE517P1 (CENILS)	Sincrotrone Trieste S.C.p.A.
LLP - Leonardo da Vinci	2014	2012-1-IT1-LEO02-02613 (VISIT)	Municipality of Santa Maria Capua Vetere



LLP - Leonardo da Vinci	2014	2012-1-IT1-LEO02-02647	AssociazioneEurocom
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C.1.4. Legal Representative

Title	Mgr. MA.
Gender	Male
First Name	Martin
Family Name	Synkule
Department	-
Position	Managing Director
Email	martin.synkule@eracr.cz
Telephone 1	+420 222 769 700

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

C.1.5. Contact Person

Title	Ing.
Gender	Female
First Name	Štěpána
Family Name	Těžká
Department	-
Position	Project Manager
Email	stepana.tezka@eracr.cz
Telephone 1	+420 774 455 534

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



C.2. Partner Organisation

PIC	947414909
Full legal name (National Language)	Institut pro regionální rozvoj, o.p.s.
Full legal name (Latin characters)	Institut pro regionalni rozvoj, o. p. s.
Acronym	IRR
National ID (if applicable)	24684741
Department (if applicable)	-
Address	Kafkova 586/13
Country	Czech Republic
Region	CZ010 - Hlavní město Praha
P.O. Box	
Post Code	160 00
CEDEX	
City	Praha 6
Website	www.iregio.org
Email	
Telephone 1	+420 558 846 420
Telephone 2	
Fax	

C.2.1. Profile

Type of Organisation	Non-governmental organisation/association/social enterprise
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	Yes

C.2.2. Accreditation

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

Accreditation Type	Accreditation Reference
Accreditation for EVS under Youth in Action (LLP-EVS-CHARTER)	2013-CZ-31



C.2.3. Background and Experience

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

The Institute for Regional Development is an organization promoting the development of European regions, international exchange of know-how and experience and education of key players in various areas. The Institute for Regional Development was founded in 2010 to promote the development of European regions, international exchange of know-how and experience and education of key players in various areas. The target group of Institute for Regional Development are young people willing to be active and interested in non-formal education. IRR organizes mobilities for them and is an accredited body for the European Voluntary Service.

The Institute for Regional Development is an operator of information center Europe Direct Bruntal (EDIC). Europe Direct Bruntal is a part of the European Direct information centres network in the Czech Republic and across the whole European Union which acts as an interface between the EU and its citizens on local level. Europe Direct Bruntal started its activities on 1. March 2013 and aims to provide easy and free access to information about the European Union for the citizens of Bruntal and Opava regions. The centre organizes educational activities and the employees create educational materials (leaflets, brochures etc.) about the EU.

Services provided by EDIC Bruntal:

- Information and consulting services:
- Providing general information about the European Union
- Advising on the practical use of information about the EU
- Answering questions about the EU (e-mail, telephone and personal inquiries)
- Library and Educational materials in the Information Centre
- Offering publications and printed materials on EU related topics
- Free Internet access in the EDIC to search for information about the EU
- Website focused on EU issues (www.iregio.org)
- Organizing seminars and lectures for schools, non-profit organizations (NGO), municipalities and general public
- Organization of exhibitions, discussions and information campaigns about the EU
- Events focused on current topics of the EU
- Opportunity to organize thematic meetings in the EDIC
- Internship opportunities for students

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

IRR is active in Prague where there is a seat of the organisation, but also and mainly in the Bruntal region. The Bruntal region is one of the regions with the highest unemployment rate in the Czech Republic, therefore the role of IRR in the present project is even higher. IRR has waste experience with educational activities and with creating educational material. The employees of the Europe Direct Centre are since 2013 active in awareness campaigns dealing with EU issues. The EDC Bruntal has until now published several educational borchures and organized educational events. IRR will in the project be responsible for the part of the content dealing with the EU strategies and law and with the European Citizenship.

IRR has access to unemployed youngsters and knows their needs, therefore it will in the project be responsible for the pilot testing of the course in the Czech Republic.

The key persons in the present project:

Miss Lucie Musialová Is the Department Manager of the Europe Direct Bruntal at IRD. For being in charge of this position, she acquired an outstanding sense of organisation as well as both written and oral excellent communications skills. Her daily work includes project coordination (especially within the youth in action Programme), organizing and promoting educational seminars, workshops and information campaigns.

Miss Lenka Petrova is the Director of the Institute for Regional Development. She now acquired more than 10 years of experience in



project management, as well as outstanding team management and organisational skills. Her different past experiences effectively permitted her to acquire many different skills and know-hows in such fields as dissemination via TV communication and publishing periodicals, or organisational ones as chairman of the board in cultural institutions and as a member of the City Council and Assembly of Prague.

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

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
LLP Leonardo da Vinci	2012	CZ/12/LLP-LdV/PS/P/134071Project SUITES: Start Up in Tourism. European Support	Ideazione s.r.l
Erasmus+ KA1 Youth	2014	2014-1-IT03-KA105-000019 Particip-Action	Comune di Miglierina
EVS	2013	2013-CZ-31	Institut pro regionální rozvoj

C.2.4. Legal Representative

Title

Gender

Female

First Name

Lenka

Family Name

Petrová

Department

-

Position

Director

Email

info@iregio.org

Telephone 1

+420 777 801 494,

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

C.2.5. Contact Person

Title

Gender

Female

First Name

Lucie

Family Name

Musialová

Department

-



Erasmus+

Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.10
Adobe Reader Version: 11.009

Position	Department Manager
Email	lucie.musialova@seznam.cz
Telephone 1	+420 774 322 720

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



C.3. Partner Organisation

PIC	946970746
Full legal name (National Language)	Нац. асоц-я на общин-те служители в Б-я
Full legal name (Latin characters)	National Association of Municipal Clerks in Bulgaria
Acronym	NAMCB
National ID (if applicable)	175125691
Department (if applicable)	-
Address	328 Khan Kubrat Blvd.
Country	Bulgaria
Region	BG411 - София (столица) (Sofia (stolitsa))
P.O. Box	
Post Code	1000
CEDEX	
City	Sofia
Website	lazarov@namcb-org.bg/www.namcb-org.bg
Email	
Telephone 1	+359887996214
Telephone 2	+359888957982
Fax	

C.3.1. Profile

Type of Organisation	Other
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	Yes

C.3.2. Accreditation

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

Accreditation Type	Accreditation Reference



C.3.3. Background and Experience

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

National Association of Municipal Clerks in Bulgaria /NAMCB/ is a registered non-profit, non-governmental organization uniting civil servants working in municipal and regional administrations in Bulgaria. The organization has more than 360 regular and associated members and more than 1,600 active supporters and volunteers all over the county. The organization works with key Bulgarian and international experts in areas such as public administration, security, law, communication, entrepreneurship, anti-corruption, etc. The organization relies on excellent working relations with the local authorities in Bulgaria maintained through its members. NAMCB has the capacity to organize events in almost all 28 districts of the country, as it has active local members who can contribute to the implementation of various initiatives in the respective region.

The network of NAMCB is very wide involving Bulgarian as well as international partners. They are working very successfully with organizations of the Valencia Region. The partnership comprises the Government of Valencia, Valencia Foundation, Latina Municipality, Vejle Municipality, Diputacion of Alicante and Mancomunitat de la Ribera Alta.

Together with the Council of Europe NAMCB conducts Leadership Academy for government officials and mayors in Bulgaria and Macedonia. NAMCB has three certified lecturers from the Council of Europe for conduct training in leadership. They also have a close relationship with different public and private institutions, such as chambers of commerce, councils, universities, development agencies, associations dealing with business, entrepreneurs, students, etc., so they have a very wide target to achieve with their projects.

NAMCB works with specialists in the field of youth politics, youth unemployment and the social involvement. The Association will use individual model for the selection of the participants, consistent with the needs, the requirements, the rights and the respect for individuality. The Association has the necessary flexibility to meet the needs of young people in difficult economic situation. NAMCB relies on its cooperation with the social partners, public authorities and the local business. NAMCB performs joint initiatives with the Bulgarian Chamber of Commerce and Industry for trainings of unemployed people, with a special focus on the youth unemployment and disadvantaged people, in the field of entrepreneurship with main purpose – realization of those people on the labour market.

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

National Association of Municipal Clerks in Bulgaria held trainings and seminars on the following topics: methodology for developing a business plan, team working, analysis of the competitiveness, preparation of market analysis, preparing marketing and financial-economic plan, administration management, European projects management, prevention and counteraction of corruption, human resources management, assignment and management of public procurement procedures, leadership in public and private sector. Their aim is to provide the Bulgarian youth with all necessary skills to be successfully included in the labour market, including the knowledge of European tools and strategies.

The trainings on the mentioned topics have been conducted during the last 7 years – over 35 training in total. NAMCB will contribute its experience and its national and international network built up from previous projects „PAVITT: Participatory Video, a Training Tool for young entrepreneurs“ , „Integrated service for entrepreneurs in Bulgaria“ and "Active civil society for a successful and transparent administration". As part of those three projects 4 international seminars and 2 final conferences have been held, organization of 8 workshops with youth entrepreneurs, organization of 4 workshops with active youth created a local network. Numerous personal consultancies have been conducted. Questions and answers, discussions and consultancies among the participants are published on the Internet Platform of the project "Integrated service for entrepreneurs in Bulgaria". The association boasts a well-developed network of more than 150 volunteers ready to participate in various campaigns and projects.

Key experts from the NAMCB are:

1/Mr.ValentinLazarov – Manager of the projects implemented by the National Association of Municipal Clerks in Bulgaria; worked as a coordinator for Bulgaria of project at the MATRA Program of the Netherlands Government for transparent and good governance of local authorities; experienced for more than 20 years in various state and municipal organizations; over the past six years worked as



Head of the administrative coordination and control department at the Municipality of Sofia. Education: Master degree in Telecommunications, Master degree in Accounting and Control, specializations in Public Administration and Law, lecturing experience in Council of Europe’s program on Leadership in the local authorities.

2/Mrs. Tanya Ivancheva- Director EU Programs and Projects by the National Association of Municipal Clerks in Bulgaria, project coordinator and study expert . She has extensive experience in the development, management and reporting of projects, head of the international activity of NAMCB. Mrs.Ivancheva is also a certified trainer of the Council of Europe for the Leadership Academy Program. Education: Master degree in Educational Management, Master degree in English Philology, Master degree in Pedagogy, lecturing experience in Council of Europe’s program on Leadership in the local authorities.

3/Prof. YordanBotev – professor at Sofia University, research and study expert , lecturing experience in Council of Europe’s program on Leadership in the local authorities.

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

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
Erasmus +Youth in Action, Key Activity 2 Strategic Partnerships	2014	United Europe for Youth	DunyaCocukveGenclik Dernegi, Turkey
European Partnership on Sports Programme	2014	European Medieval Sports & Street Games Network, EAC-2013-0489	Federazione Italiana Giochi e Sport Tradizionali
Europe for Citizens	2014	Active citizen in modern European Local Government,2013-4944	Slovak City Managers Association
Youth in Action	2013	PAVITT: Participatory Video, a Training Tool for young entrepreneurs,YT7-PSIQ7	Mancomunitat de la Ribera Alta, Spain
Operational Programme Human Resources Development	2012	Integrated service for entrepreneurs in Bulgaria, BG051PO001-7.0.01-0034	National Association of Municipal Clerks in Bulgaria
Grundtvig Learning Partnerships	2012	Women, Integration, Crafts and Networking (WI-CaN), 2011-1-DK1-GRU06-035271	VejleKommune, Denmark

C.3.4. Legal Representative

Title

Gender

First Name



Family Name	Lazarov
Department	
Position	President of the Board
Email	lazarov@namcb-org.bg
Telephone 1	+ 359 887 996214

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

C.3.5. Contact Person

Title	Mrs.
Gender	Female
First Name	Tanya
Family Name	Ivancheva
Department	EU Programs and Projects
Position	Director
Email	ivancheva@namcb-org.bg
Telephone 1	+ 359 888 957982

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



C.4. Partner Organisation

PIC	939183683
Full legal name (National Language)	CNIPA PUGLIA
Full legal name (Latin characters)	CNIPA PUGLIA
Acronym	CNIPA
National ID (if applicable)	not applicable
Department (if applicable)	-
Address	Corso Italia, 19
Country	Italy
Region	ITF4 - Puglia
P.O. Box	
Post Code	70124
CEDEX	
City	BARI
Website	www.cnipapuglia.it
Email	
Telephone 1	+390805247803
Telephone 2	+390832332393
Fax	+390805247803

C.4.1. Profile

Type of Organisation	Accreditation, certification or qualification body
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	Yes

C.4.2. Accreditation

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

Accreditation Type	Accreditation Reference



C.4.3. Background and Experience

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

The Italian Organisation, C.N.I.P.A. PUGLIA, is a historical training school, which has operated in the Puglia Region for years now, with offices located both in big centres and in smaller ones. The Puglia region is an historically social-economic disadvantaged area with complex problems which are hard to solve, including unemployment and unemployment of youth. This territory presents, except for a few oases of wealth, a development index which is lower, not only at a national level, but also in comparison with the rest of the Italian southern regions. All the population is damaged by this, but it is young women and men with an evident educational gap and who intend to enter or re-enter the labour market who suffer most from this situation. The situation gets even worse when we speak about people living in the suburbs in discomforts and privations conditions.

Apart from the high unemployment rates CNIPA has identified another problem which is insufficient volume training and working opportunities provided in the region. CNIPA sees a solution in the work migration and with acquiring necessary skills and experience with the use of European tools. A lack of communication of the available services among the population must be pointed out. CNIPA sees it as absolutely necessary to develop learning and training interventions, as indicated by the EU guidelines, to aim at the elevation of the professional skills required by the local productive system, to ensure full equality of access and to promote the continuous learning among these populations. The organisation goes exactly in this direction: this Body, in fact, has been working for years in the professional training, carefully looking at the real regional needs and always aiming at the inclusion of people at risk of social and cultural alienation. Its target group are: minors at risk, immigrants, disadvantaged women, jobless adult women and men with educational and training gap, etc. Its current professional training is also addressed to people with obvious educational gap that can not find work.

CNIPA Puglia has seven offices in the major cities of the Region approved by municipal council. They observe all the hygienic, safety and functionality standards, and the classrooms and laboratories are complete with all the necessary equipments for teaching activities and with facilities for people with handicaps. Part of the activities (such as residential formative courses concerning tourist and gourmet fields, and presentations of new activities) take place at the Corte Altavilla Hotel in Conversano (BARI).

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

The C.N.I.P.A. Apulia, usually makes VET courses and develops projects for youth, female and male, between 15 and 25 who have choice the higher Secondary Education and Vocational Training Qualification. Each year, on average, the VET centre of Lecce hosts some classes of learner. About 30/50 young people, of different nationalities, working together every day to build their own personal plan of life in search of integration into the local socio-economic context. The people involved in the project work in staff chaired by managers that have developed over the years, experience which has enabled him to manage, the project with good results.

The key persons involved in this project

- Bochicchio Mariarosa - Project manager of projects in Lecce. She was member of the pilot committee for many transnational projects. She edited all the project activities and made the reporting of costs with excellent results. Usually she is "project manager" and "coordinator" of all projects CNIPA PUGLIA.
- Giuseppe MONTANARO - Designer of European and Local projects founded by ESF. He has many years of experience in the design of VET courses. About the LLP project, he has experiences as a project manager.

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

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
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BRUNDTVIG MULTILATERAL	2011	518475-LLP-1-2011-1-ES-GRUNDTVIG-GMP	INVESLAND
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C.4.4. Legal Representative

Title	Mr.
Gender	Male
First Name	Giovanni
Family Name	Bochicchio
Department	Comparto di Bari
Position	President
Email	info@cnipapuglia.it
Telephone 1	+390805247803

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

C.4.5. Contact Person

Title	Mrs.
Gender	Female
First Name	Mariarosa
Family Name	Bochicchio
Department	Sede di Lecce
Position	Director
Email	info@cnipapuglia.it
Telephone 1	+390805247803

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



C.5. Partner Organisation

PIC	949816144
Full legal name (National Language)	ONECO
Full legal name (Latin characters)	ONECO CONSULTING SL
Acronym	ONECO
National ID (if applicable)	SE40774
Department (if applicable)	-
Address	CALLE REYES CATOLICOS 11
Country	Spain
Region	ES61 - Andalucía
P.O. Box	000
Post Code	41001
CEDEX	
City	SEVILLA
Website	www.oneco.org
Email	
Telephone 1	+34954224036
Telephone 2	
Fax	+34954563087

C.5.1. Profile

Type of Organisation	Other
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	No

C.5.2. Accreditation

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

Accreditation Type	Accreditation Reference



C.5.3. Background and Experience

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

ONECO is a consultancy for European projects in the area of education, culture, innovation, employment and local development. ONECO's activities have changed since its creation in 1997 and it has been transformed from a specialist in mobility projects and internships abroad, using a variety of different funding schemes, to a firm of consultants for a wide range of European programmes.

ONECO's main aim are, among others: to promote the participation of Spanish citizenship in European projects; to bring the European policies closer to the civil society; to promote a better knowledge about the European Union policies and the EU in general; to support a better employment among young people and adults through the participation in European projects; to foster the participation of European citizens in local, regional, national and European politics. According to this priorities, ONECO will be responsible for the creation of the content of the course in this project, particularly for the parts dealing with EU funding.

Other activities developed by ONECO are: organisation of courses, seminars and other training activities; writing projects for public and private bodies; promotion of inclusion through European projects and European activities, etc.

ONECO offers its services as consultants for programmes such as Erasmus+, Europe for Citizens, EASI, Justice, Territorial Cooperation, Horizon2020, among others, all of which are related to education and training, culture, innovation and employment.

ONECO has a highly qualified team available for preparing and managing European projects, with contacts both at local and transnational level.

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

ONECO has a long background on the management of EU transnational projects from 1997 in the fields of education, culture, innovation, employment and local development, among others.

In one hand, regarding European projects developed in the fields of education, culture, innovation, employment and local development, we could remark the following:

- * MESSE Project (<http://www.messe-project.eu/>): ONECO develops technical assistance to the Social Services Agency of Andalusia Regional Government to carry out a mapping and analysis needs of companies in the social economy in Andalusia.
- * CO.RE project (<http://www.coreinclusion.eu/>): To promote the inclusion of people in risk of exclusion and supported by PROGRESS Program.
- * RURAL-UP project (<http://www.rural-up.eu/>): ONECO is supporting the coordinator of the project in all the activities regarding the diagnosis and detection of training needs from people living in rural areas in the province of Caceres, and developing strategies and itineraries for this target group, as well as taking part in pilot demonstrations on the field.
- * UBICAMP project (<http://www.ubicamp.eu/inicio/>): ONECO is supporting the project coordinator, Oviedo University. This project promotes the virtual mobility for students in high education as an innovative element and trying to transfer it to others European universities.
- * QUEST Project - Leonardo da Vinci: 2012-1-GB2-LEO04-08402 4.
- * STEM Project - Leonardo da Vinci: UK/12/LLP-LdV/TOI-537.
- * Motivating adults to education (MOKA) - Grundtvig: 2011-1-PL1-GRU06-19981.
- * MOB 2.0 Mobility Social Plataform - Leonardo da Vinci: 517566-LLP-1-2011-1-SI-LEONARDO-LAM.
- * LANG2TECH Project - Leonardo da Vinci: UK/11/LLP-LdV/TOI-466.
- * T-TACIC@SCHOOL Project - Leonardo da Vinci: 2011-1-IT1-LEO05-01952.
- * Woman in the modern world - Grundtvig: 2010-1-PL1-GRU06-11416.
- * AMBIANCE Project - Grundtvig: 2009-1-CY1-GRU06-00492.
- * EXTENDE Project - Leonardo da Vinci: ES/09/LLP/LdV/PLM/150106.
- * PROMETEUM Project - Leonardo da Vinci: 2008-1-DE2-LEO004-001-03.
- * APPE@L Project - Leonardo da Vinci: LLP-LDV/TOI/08/IT/581.



- * EUROPLACEMENT Project - Leonardo da Vinci: LLP-LdV/TOI/08/IT/460.
- * ICTBell Project - Leonardo da Vinci: ES/08/LLP-LdV/TOI/ 149020.
- * e-INSET Project - Leonardo da Vinci: LLP-LdV-TOI-2007-TR-024.
- * TACTIC Project - Leonardo da Vinci: 135760-LLP-1-2007-1-IT-KA4-KA4MP.
- * SUIT Project - Leonardo da Vinci: 07/ESP01-GR04-00634-1.
- * PROGRESA Project - Leonardo da Vinci: ES/07/LLP-LdV/PLM/150175.

The European Projects Department at ONECO has a team of 4 people who has an extensive experience in the management and development of EU projects related to youth, employment, training and education. The team is composed by 3 project managers and one project assistant, they are responsible for the technical and financial management of projects developed by the organisation.

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

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
Erasmus +	2014	2014-1-ES01-KA202-004998	ONECO
Leonardo da vinci- Lifelong Learning Programme	2013	543296-LLP-1-2013-1-IT-KA4-KA4MP	Accademia Europea di Firenze
Leonardo da vinci- Lifelong Learning Programme	2012	UK/12/LLP-LdV/TOI-537	INOVA CONSULTANCY LTD
Leonardo da vinci- Lifelong Learning Programme	2012	2012-1-GB2-LEO04-08402 4.	Gecko
Progress Programme	2012	VS/2011/0479	Regio Massa Maritima

C.5.4. Legal Representative

Title	Mr
Gender	Male
First Name	Ernesto
Family Name	Sarrion Pérez-Fontán
Department	-
Position	Director
Email	esarrion@oneco.org
Telephone 1	+34 954224036

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

C.5.5. Contact Person



Erasmus+

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Adobe Reader Version: 11.009

Title	Ms
Gender	Female
First Name	Tamara
Family Name	Hodas García
Department	Project Department
Position	Project Manager
Email	proyectos@oneco.org
Telephone 1	+34 954224036

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



C.6. Partner Organisation

PIC	949337061
Full legal name (National Language)	INSTYTUT DLA ZJEDNOCZONEJ EUROPY
Full legal name (Latin characters)	INSTYTUT DLA ZJEDNOCZONEJ EUROPY
Acronym	IDZE
National ID (if applicable)	0000127737
Department (if applicable)	-
Address	KRAKOWSKIE PRZEDMIEŚCIE 62/1
Country	Poland
Region	
P.O. Box	
Post Code	00-322
CEDEX	
City	WARSAW
Website	www.idze.pl
Email	
Telephone 1	+48790748776
Telephone 2	+48607633154
Fax	

C.6.1. Profile

Type of Organisation	Non-governmental organisation/association/social enterprise
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	Yes

C.6.2. Accreditation

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

Accreditation Type	Accreditation Reference



C.6.3. Background and Experience

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

Institute for United Europe is an association that was funded in 2002. After 3 years of its activity, the Institute as a non-profit organisation, obtained moreover a special status of "public benefit organisation" according to the Polish law which gives the organisation special rights and conveniences. At national level it aims at initiating and organizing actions for equal opportunities for development especially between regions, social groups, rural and urban youth, and equalizing opportunities for the development of disabled people. On the other hand it supports activities aimed at developing cooperation between groups, organizations and local communities from different European Union countries in order to facilitate the integration and cohesion process. The Institute is based in Warsaw but it operates nationwide with particular attention for rural and socially disadvantaged areas. Its scope of activities is quite vast as the members of the association are free to bring in their ideas for projects and realize them with the help of the Institute's administrative structure. However the main fields of our activities are: education, culture and social sector. The Institute has been always involved in promotion of the Polish culture in Europe and vice versa. It organized diverse language & computing courses for children, youth and adults. Moreover it organized meetings and conferences with the representatives of European embassies to talk about European Union and what it can offer to ordinary citizens. Since 2009, the association has been involved in different projects in the framework of LLP in diverse sectors (preventing social exclusion, using ICT in adult learning and teaching trainers to use more ICT in their daily work). Additionally, the Institute is an active organisation in different regional and macroregional programmes such as Visegrad Fund or others. The organisation is as well a member of the Anna Lindth Foundation, a network of organisations of 42 countries.

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

This project for us is a great possibility to develop our knowlegde and know-how in the field of mobility for young people with fewer opportunities. What is really a big advantage for us in this project is creating a network of other organisationworking in this field which definitely could help us to confirm our position not only in Warsaw but in Poland as a leader organisation for mobility of young people with fewer opportunities. When it comes to our contribution to this project, we can share our experience and expertise that is based on our previous and current projects with youngsters. As we've got quite vast network of contacts locally we can as well share our knowlegde on the needs of the employers interested in employing new staff. Since 2002 our Institute has been organising different types of stays for youngsters and children, has been providing language, cultural and computing courses and in this way we tried to prevent any possible social exclusion of disadvantaged rural groups. In 2013, our association hosted a group of 10 French disadvantaged youngsters (with immigrant background or with difficulties to find themselves on the labour market and in the society) who came to Warsaw to gain their professional experience. They stayed 2 moths in Warsaw during which they had an induction period to improve their English and learn some basics of Polish and they had their mentoring sessions so that they become more open and willing to be an active participating citizen. After this period they started their 6-week internship, every person in their field of education. The Institute was their hosting organization responsible for their accommodation, placement and induction programme. They had very different professional profiles and level of education but we managed to find a placement that would suit their needs and objectives for all of them which is probably one of the reasons why the project was a success. Thanks to having participated in this project we provided this group of youngsters with a specific working experience which they will be able to use when they get back to France in order to better find themselves on the labour market and in the society. In 2014 we have hosted the next group of 17 youngsters with fewer possibilities so that their chances on the labour market grow and they can more easily fit in the society. As well this project turned out to be successful and now we are planning to receive the third group in spring 2015. In the mean time we will be hosting as well a small group from Italy, this time the group will consist of adults who have got very technical profiles and are available on the labour market. The Institute is very active especially in the field of equalising chance of disabled people through different projects enabling their inclusion in the society. We are now carrying a project that aims at developing guidelines on how to make it easier for handicapped people to move around Europe. KKey staff responsible for the project has been involved in realisation of the European project since 2009. They have successfully finished all the projects that were doing in the framework of LLP but as well other programmes. They both know very well the project lifecycle, financial procedures and rules to follow when realising international projects. They both speak English and Italian and one of them speakc as well French (communicative level). They have experience when dealing with hosting groups of



youngsters for different types of mobilities, so they have got the necessary expertise in the project field. They know the needs of the the target group, what kind of problems they encounter, their difficulties and burocratic requirements of such short-term and long-term stays abroad.

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

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
LLP - grundtvig	2011	2011-1-ES1-GRU06-35124 3	IDZE
LLP - Leonardo da Vinci	2011	2011-1-DE2-LEO04-07889 10	IDZE
LLP - Leonardo da Vinci	2012	2012-1-FR1-LEO04-35553 2	IDZE
LLP - Leonardo da Vinci	2013	2013-1-PL1-LEO04-38451 1	IDZE

C.6.4. Legal Representative

Title: Mr

Gender: Male

First Name: Marek

Family Name: Kośnik

Department: -

Position: President

Email: marek.kosnik@idze.pl

Telephone 1: +48 530097996

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

C.6.5. Contact Person

Title: Mr

Gender: Male

First Name: Marek

Family Name: Kośnik

Department: -

Position: President



Erasmus+

Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.10
Adobe Reader Version: 11.009

Email

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

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D. Description of the Project

What is the rationale of this project, in terms of objectives pursued and needs to be addressed?

The unemployment of young people in Europe has reached alarming rates and fight against it has become one of the most important priorities not only for national government but also for the politicians on the EU level. It is only necessary as the labour markets in the EU countries become more and more connected. However, not only the strategies and tools used for tackling the unemployment have to be accessed from the European point of view, but also the young people and recently graduates have to look at their situation with a wide perspective and include the European dimension to their life plans.

The aim of the proposed project is to raise awareness about the European programmes and tools that can help the young people to find a job and to integrate to the labour market, being it in their country of origin with the help of European Education or even in another country.

During the project, the partners will create educational programme that will cover the following topics:

- Legal basis for the common European area of knowledge and education
- The work mobility in the EU (the EURES network, the rights connected to European citizenship and other aspects): how can the opportunities of the common labour market be used?
- European tools for recognition of skills and qualification (ECTS, ECVET, EuroPass, YouthPass, European Qualifications Framework and others): how can these be effectively used?
- Available funding programmes (Erasmus+, Erasmus for Young Entrepreneurs, European Voluntary Service and others): how to use the funding effectively?
- Open Educational Resources (the ones created during past EU funded projects and accessible through the EST database, but not exclusively): where can they be found and used?

First of all the curricula for the educational programme will be created as a basis for the other outputs and then the Guide for young unemployed will be drafted (in a way of a Student's book for self-learners) and a Guide for the trainers will be created (in a way of a Teacher's book). The third and last project output will be the web site of the project where all the outputs can be downloaded and that will provide the young people and the supporting institutions with accessible and up-to-date information about the work opportunities in the EU.

The target group of the project will be young people at risk of unemployment and young people with fewer opportunities. In the Czech Republic the group of young people taking actively part in the project will be from the Bruntal region – one of the regions with the highest unemployment rate in the Czech Republic. In the other participating countries the target group will be unemployed youth, too. The specifics of the regions taking part in the project are described in Part F of the application (target group).

Every partner will work in tight connection to the target group they worked with and include the young people into the process of the creation of the intellectual outputs. The young people will attend the 2nd international meeting and provide feedback to the curricula which is the most important output and basis for all other outputs.

The target group will be accessed also in the multiplier events in the Czech Republic, Spain and Italy, where they will be informed about the newly created outputs and they will be trained using these outputs.

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

The THEY.EA project is innovative in several ways especially regarding the content as well as the methods used to create the outputs. We see the added value of this project in the way we deal with the European dimension. There have been a lot of projects dealing with unemployment, but the present project really access the problem from a wide perspective and strives to provide the young unemployed people with useful information that will allow them to make use of the opportunities offered by the EU.

The project builds on the past projects of the partners, namely a project implemented by the applicant in the Central Bohemia region that was financed from the European Social Fund and focused on education of adults. The topic of this implemented project was "Education in International Cooperation" and the output was a course that dealt with the funding schemes available. ERA dealt with all funding programmes in this project and now we are going to deal with the specific programmes that can be used to lower



the unemployment rates among the young people in the EU.

We can also build on other projects implemented by the partners, that are all very active in the educational field:

- ONECO has implemented projects dealing with inclusion of people in risk of exclusion (the CO.RE project), with virtual mobility for students and with other educational projects (for adults, students, young people, women, ...)
- IDZE has hosted foreign students and in this way got involved in the European mobility system, it also has experience with education of different target groups and with creation of educational materials
- NAMCB has implemented several projects under the Youth in Action programme and is also taking part in one Erasmus+ Strategic partnership in the field of Youth with a Turkish leading partner.
- IRR has expertise with Youth in Action projects and can build upon the YES project, which dealt with youngsters willing to start their own enterprise
- CNIPA has extensive experience with organisation of educational courses especially for the young people between 15 - 25 years old

As shown above the project builds upon many successful projects of the partners. The project brings together thematic topics that have not been brought together before and combines them to a unique educational programme that contains all European tools that can be of use to unemployed youth.

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

The THEY.EA project combines the expertise of ERA (experience in education, project management, transfer in know-how, vocational education), IRR (experience in youth work, promotion and dissemination activities, European Studies), ONECO (experience in the area of EU funding and project management, especially but not exclusively of educational projects), NAMCB (access to the target group - the young unemployed as well as the supporting institutions - local governments, experience with international project management), IDZE (education in many areas, youth work, use of Open Educational Resources, development of innovative educational strategies) and CNIPA (education, certification). In the project the best knowledge from each partner country will be collected and then put together in one output that will again be distributed to the partner countries and disseminated by the partners through all available channels.

The project partnership evolved from shared interests and complementary activities of the partners. Some of the project partners are institutions that ERA has cooperated with on a long lasting basis in EU funded projects and behind while with some of the partners we have never cooperated before. Almost all the partners in the consortium have extensive experience in international cooperation.

We have chosen the partners following the four main aspects:

- 1) Project management skills: Most of the involved organisations have vast experience of management of EU funded projects which is a guaranty for a smooth implementation of the project. During the project no time or money will be wasted because of the incompetence of the project managers and all partners can focus mainly on the creating of the intellectual outcomes of the project.
- 2) Professional capacity: The partners have been selected considering the experience of their staff and their experience with educational activities. All partners have experience with creating educational content and organising educational activities (face-to-face as well as internet-based) and all of them have extensive experience with the target group and youth work. Some of them have experience with entrepreneurship support which we consider very similar to the content of the THEY.EA project.
- 3) Access to target group. The activities of the THEY.EA project are based on a close cooperation with the target group. In almost all of the activities the contact with these organisations is needed and strongly desired. Beside of that the aims of the project are the result of the partners' experience with the target group.
- 4) Commitment to the principles of international cooperation. During the cooperation we had with most of the partners we have found out that they are reliable, thorough and professionally capable. We also treasure their enthusiasm that they feel for international cooperation.

As a result of the abovementioned principles, when developing the project idea, the most appropriate and balanced consortium was designed to ensure relevance and appropriate skills and experience would be included.



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

The communication among all project partners will happen through the project management team set up by main contact persons from each project partner organisation. The main person responsible for the project management and the head of the project management team will be the project manager from the applicant organisation (EUDA). The communication between the members of the project teams will function on a regular basis and mainly online but there will also be 3 project meetings during the project because face-to-face encounter is irreplaceable and the common planning and evaluation will be made easier through that.

The management of the project will be facilitated by using modern methods, especially documents sharing using cloud services. A shared folder will be created which will contain all the project materials (project application, scanned mandates and cooperation agreements, plans, reports, educational materials, final products etc.). All partners will regularly update the information about their activities and progress of the project in their country. A shared timetable will be created and every partner will report his activities regularly at least monthly. There will also be an online dissemination plan where each of the partners will update the information about the measures implemented. In the folder there will also be up-to-date contact list including all important contacts to people in the partner organisations.

Every partner is responsible for the contact with the target group in his country but the partners will share the lists of approached institutions in order to keep track of the range of activities implemented in each country.

A webpage of the project will be created and regularly updated and it will inform all interested stakeholders (mainly the target groups) about the progress of the project, about the project activities and outcomes.

During the project 3 international project meetings will take place. Every project meeting will be connected with a specific activity and output.

1) The kick-off meeting. This meeting will take place in Bulgaria during the 1st month of the project. The aim of the project is to make clear the objectives of the project, to make sure that all partners understand the tasks and to get to know each other better. The second important aim of the meeting will be to unify the approach used to creating the thematic sections of the curricula in order to get comparable results that can be merged in one comprehensive curricula of the educational programme. The meeting will last 3 days including the travel days and each partner will be represented by 1 person.

2) 2nd meeting. This meeting will take place in Italy (Bari). During the meeting the partners will discuss the draft of the curricula with the target group. Each partner will bring 2-3 representatives of the target group to the meeting and there will be discussion and amendments of the curricula in cooperation with the target group. The project meeting will last 3 days including the travel days and each partner will send 1-2 people to the project meeting.

3) 3rd meeting. This meeting will take place in Prague during the 18th month of the project. The meeting will last 4 days including the travel days and will be connected to the multiplier event in Prague. Each partner will be represented by 2 people in the meeting. The aim of the meeting is to discuss and evaluate the outputs of the project and agree on a specific dissemination strategy and sustainability measures. The partners will also take part in the final conference of the project where they will present the best practice examples from their countries.

Additional virtual meetings will also be organised if there is something specific or an issue that needs to be discussed verbally.

What are the most relevant priorities addressed by your project?

Promoting young people's social inclusion and well-being

Supporting the production and adoption of Open Educational Resources in diverse European languages

What are the most relevant topics addressed by your project?



Inclusion - equity

Labour market issues incl. career guidance / youth unemployment

International cooperation, international relations, development cooperation

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

The project is build around the four intellectual outputs which are listed in following sections of the application. All partners are involved in the process of creation of these results and each of the partners has his specific role. The process is accompanied by project management activities such as continuous evaluation of the project progress or regular online and face-to-face meetings of the partners and planning of the activities.

The results of the project are on the one hand the created intellectual outputs, on the other hand the impact of these outputs on the educational institutions and on the people involved in the educational activities.

We expect impact on three groups of people:

- the people working in the supporting institutions - employees of labour offices, educational institutions etc.,
- young people looking for a job in the EU,
- the staff of the partner organisations.

The expected impact on the first target group (staff of the supporting institutions) is:

- the people in the educational institutions will have knowledge about the possibilities provided by European funding programmes, about the opportunities for cross border mobility and about all the topics covered in the educational programme;
- they will be able to train the unemployed people (especially the young ones) about these topics and help them with orienteering in this area;
- they will have access to additional content that could be of interest to them when dealing with young people that cannot find a job in their region/country.

The impact on the young unemployed is the following:

- they will have knowledge about the possibilities provided by European Union and they will be motivated:
 - to start looking for a job outside of the borders of their country or
 - to use the opportunities for education and training outside of the borders of their country.
- they will be able to apply for funding under European funding schemes, to find a vacancy abroad, to apply for funding for an EVS project etc.;
- they will have increased confidence and they will get rid of the bias connected with work mobility;
- they will have access to additional content that could be of interest to them when looking for a job;
- they will be more active in the field of international cooperation, European Citizenship and connected areas.

The impact on the employees of the partner organisations:

- team of each partner organisation widens the knowledge in the specific thematic sections that the other partners were responsible for;
- the teams gain new experience in the project regarding educational methods, international cooperation etc.
- the partner organisations will be able to run the created educational program as a part of their educational portfolio.



E. Preparation

Please describe what will be done in preparation by your organisation and by your partners before the project activities take place.

Some of the preparation activities have been already carried out by the partners, for example parts of the discussion about the form and shape of the outputs or planning of the management process and evaluation plan. The coordinator has already made a research regarding the suppliers of the web site and the usual prices in this sector. All partners have preliminarily created lists of possible accessed supporting institutions that will cooperate during the project and provide feedback.

Once the project will be approved the first actions will be:

- creating the internal project teams and assigning the tasks;
- planning of the kick of meeting in Bulgaria (including the programme and date setting);
- preparation of partner agreements;
- creating the shared folder with project management documents, templates and timetables;
- the first propagation activities – writing and publishing the press release about the start of the project, publishing the information about the project on the websites of the partners;
- discussions about the project outputs and aims;
- discussions about the target groups.

E.1. Project Management

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

The main aspect that will ensure the proper budget control and time management is the experienced project team. Most of the partners have excessive experience in project management of international projects. They will use many management tools that have proven useful in previous projects such as:

- Gantt chart to monitor the progress of the project
- timetables to monitor the activities in the partner countries
- financial and cash-flow plans
- regular partner reports and financial reports
- publicity reports

The coordinating organisation will be responsible for the budgetary control of the project and the partners will be responsible for their own budgets. They will regularly report to the lead partner about the money spent, target group achieved and results achieved. The coordinating organisation has an experienced project team consisting of project managers backed up by experienced administrative staff who can help with the monitoring and planning activities.

The management team of the coordinating institutions will consist of one project manager and one financial manager of the project. The project manager will be responsible for the time management of the project, for the project activities, for the communication with the partners and for the contact with the target group. The financial manager of the project will be responsible for the budget control, the control of the cash-flow, the control of the cost-effectiveness of the expenditures and for the selection of the subcontractor for the e-learning platform.

The tools used together with the teams will assure the successful implementation of the project and smooth budget and time management.

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

Each partner will review own outputs regularly and report to the leading partner. A formal quality review will take place at each partner meeting. The quality of the outputs of the project will be accessed through a survey among some crucial educational institutions that will review several aspects of the outputs, most importantly the usefulness of the outputs and applicability of the outputs.

The quality checks will take place at each meeting or through online communication means, at least quarterly.



The person responsible for the quality checks will be mainly Martin Synkule from European Development Agency (CZ). He is the director of EUDA and the head manager of the Czech and international projects department. He has experience of Leonardo da Vinci (Mobilities, Partnerships and Partnership Networks), Education for competitiveness Operational Programme, Human Resources and Employment Operational Programme and PROGRESS and associated dissemination. After the outputs have been sent to ERA, he will be responsible for the final evaluation and quality control prior to the publishing of the outputs.

What measures are foreseen to handle project risks (e.g. conflict resolution processes, etc.)?

The project risks will be prevented mainly through open communication among the partners. When a problem occurs the partners are obliged to share it and to come to a solution together. The partners will create a list of principles of good and fruitful cooperation that will include also the conflict resolution process.

The partners will identify the possible risks in the kick-off meeting. They will evaluate the project risk severity and likelihood and identify actions to dismantle them or at least to minimize them.

The monitoring tools will be a part of the complex package of risk management measures. The reports from the partners will ensure that every possible thread to the successful implementation of the project will be identified at its earliest stage.

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

The most important activity to assess the project results is for us the evaluation by the target group. This will be performed by the use of questionnaires and formal and informal interviews. Each output has to be assessed separately, presented to the target group and then amended according to their comments.

The specific impact indicators will be defined in the kick-off meeting and then regularly monitored and evaluated. A document dedicated to the impact indicators will be created in the shared folder and the progress will be reported regularly.

There will also be a dissemination database and the progress in the activities of propagation and dissemination will be followed there.



F. Implementation

Please describe the activities that your project will organise and elaborate on the methodology you intend to apply. Please provide detailed information in particular about the project activities that will be supported from the grant for Project Management and Implementation.

All project activities are built around the four specific intellectual outputs. These outputs will be created to fulfil the aims of the project and to improve the educational services provided for the unemployed youngsters in all partner countries.

The activities will be carried out by all project partners while the coordination of the activities will be the task for the coordinator (European Development Agency). Each Intellectual Output will be created within several activities. These activities have clearly defined dates, deadlines and the partners responsible for them. Their realization will be monitored throughout the project implementation.

The activities are listed in the Gantt chart attached.

During the project there will be 3 transnational coordination meetings - the venues have been chosen according to the experience of the relevant partners and according to the distance to the venues from the other partner countries.

M1: Kick-off meeting (Sophia) - Each partner will send 1 representative to this meeting. The meeting will last for 2 days.

M2: 2nd meeting (Bari) - Each partner will send 1-2 representatives and 2-3 young people as representatives of the target group to the meeting.

M3: 3rd meeting (Prague) - This meeting will be connected to the closing conference of the project. Each partner will send 2 representatives and the meeting together with the conference will last 4 days including the travel days.

Every meeting has to be prepared carefully and the minutes of the meetings have to be planned. For each meeting the hosting partner will be responsible.

There will be also propagation and dissemination activities during the project; most important are the dissemination events. The biggest dissemination event will be the final conference in Prague in September 2016 which will be with presence of the partners. This event will be designed for the supporting institutions (regional administrations, municipalities, labour offices, educational institutions etc.). The other dissemination events (in Spain and in Italy) will be designed for the target group of the young unemployed.

In addition there are several activities that are not part of the creative process that leads to the intellectual activities; however, they are essential for the achievement of the project aims. They will be funded through the project management grant and they are project management activities (regular and financial management) and project administration activities.

The activities covered from the grant for project management and implementation are the following:

- communication between the partners
- coordination of the project activities (using management tools described above)
- financial management, budget control, cash-flow assessment
- evaluation activities
- propagation activities

What target groups do you address in your activities plan?

The target group of this proposal is young people not in employment, training or education and young people in the last years of high school/university and fearing that they don't get a job after the graduation. We will work in the project with the target group the following way:

- each partner will consult with them when working on the intellectual outputs
- representatives of the target group (2 -3 of them from each country) will be invited to the 2nd international partner meeting in Italy where they would provide feedback on the curricula of the educational programme

Each of the partner has his special target group. In the Czech Republic, we will work with young unemployed people from the Bruntal region where IRR runs the Europe Direct Centre and where the unemployment rate is very high not only among the young



people. In Spain they are willing to work with young Roma people in the risk of exclusion - these people will be invited to the multiplier event in the 17th month of the project. In Italy the project will be implemented in the Puglia region where there is a very high rate of youth unemployment and a lack of training opportunities.

Regarding the secondary target group we will work with supporting institutions that are active in the field of education of youth. We expect to work with municipalities, local governments, labour offices and other organisations.

F.1. Involvement of Participants With Fewer Opportunities

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

No



F.2. Project Activities

F.2.1. Intellectual Outputs

Output Identification	O1	
Output Title	Curricula of the educational module	
Output Type	Course/curriculum	
Output Description	<p>This output will be the description of the content of the course. It will contain information about the needed learning materials (the training pack for the trainers, the guide for job-seekers and the web platform). It will describe the content, volume and depth of the information provided in each of the tools and the description of the tools and their use. The curricula will be created based on the experience of each partner taking part in the project. It is important to have the curricula as a basis and foundation for the other outputs. It will be the strategy connecting the other tools (outputs).</p> <p>The curricula will consist of an introduction and 5 thematic sections, being:</p> <ol style="list-style-type: none"> 1) Legal basis for the European labour market - responsible partner IRR (CZ) 2) Work mobility in the common European market - responsible partner NAMCB (BG) 3) The recognition of acquired skills and education in the EU - responsible partner CNIPA (IT) 4) The available funding - responsible partner ONECO (ES) 5) Open Educational Resources in the area of employment and self-employment of youth - responsible partner IDZE (POL) <p>All this thematic section will be conceived in the way so they can be of maximum use for young people looking for job and for youth workers and workers in the labour offices and similar organisations. Each of the thematic sections will be discussed with local stakeholders and youngsters, according to this discussion and in line with the suggestions of the target group the specific and most useful content will be chosen and described. Afterwards the responsible partner will elaborate a plan to include this chapter to the relevant tools (to the guide for job-seekers, to the trainer's pack and to the web page).</p> <p>All partners will be responsible for this output and each of them will work on one specific part of it in cooperation with the local stakeholders. The partners will create the curricula in English and send it to EUDA in English. EUDA will then make a coherent and complete curricula (including adding an introduction and a summary).</p>	
Languages	English	
Media(s)	Text	
Activity	Activity Code	O1-A1
	Project Phase	Implementation
	Title	Curricula - Legal basis for the European labour market
	Description	<p>This thematic section will contain information about the legal basis for the labour market in the EU including:</p> <ul style="list-style-type: none"> - regulations concerning the free movement of people - regulations concerning non-discrimination on the labour market



		<ul style="list-style-type: none"> - European Citizenship and the connected rights in the area of labour market - European strategies in the area of labour market - European strategies against youth-unemployment <p>This chapter is important because of two reasons:</p> <ul style="list-style-type: none"> - the unemployed young people need to know their rights and duties, because this rights create opportunities for them abroad - it is necessary and desirable that the young people are aware of the European level of the problems - that will motivate them to use the European tools to find a job and it will support their active European Citizenship
Tasks and role of each organisation		The Institute of Regional Development (CZ) will be responsible for creating the content of this thematic section, then will pass it to ERA (CZ) in English. EUDA is responsible for the evaluation of the content.
Estimated Start Date (dd-mm-yyyy)		01-04-2015
Estimated End Date (dd-mm-yyyy)		31-07-2015
Activity Leading Organisation		Institut pro regionalni rozvoj, o. p. s.
Participating Organisations		Evropská rozvojová agentura, s.r.o.
Activity Code		O1-A2
Project Phase		Implementation
Title		Curricula - Work mobility in the common European market
Description		<p>This thematic section will contain information about the work mobility in the common European market, the rights and duties connected to it and about European tools that strive to make the mobility easier (except for the system of recognition of skills which is part of another section).</p> <p>The chapter will include information about (among others):</p> <ul style="list-style-type: none"> - the EURES network - other means of finding a job abroad and useful web sites - language passports, work permits - unemployment benefits - taxes in EU <p>This chapter is important because it will broaden the horizons for the young people and will provide them with all the necessary knowledge for finding a job in another country in the EU.</p>
Tasks and role of each organisation		NAMCB (BG) will be responsible for creating the content of this thematic section, then will pass it to ERA (CZ) in English. EUDA is responsible for the evaluation of the content.
Estimated Start Date (dd-mm-yyyy)		01-04-2015
Estimated End Date (dd-mm-yyyy)		31-07-2015
Activity Leading Organisation		National Association of Municipal Clerks in Bulgaria



Participating Organisations	Evropská rozvojová agentura, s.r.o.
Activity Code	O1-A3
Project Phase	Implementation
Title	Curricula - The recognition of acquired skills and qualifications in the EU
Description	<p>This thematic section will contain information about the tools for recognition of skills and qualifications acquired in another EU country, including:</p> <ul style="list-style-type: none"> - ECTS and ECVET systems - Europass and Youthpass tools (CV, Language Passport and others) - European Qualifications Framework <p>This chapter is important because it provides the young unemployed with information about their educational possibilities and with the practical aspects of the common labour market and of the strategy towards a unified area of learning in the EU.</p>
Tasks and role of each organisation	CNIPA (IT) will be responsible for creating the content of this thematic section, then will pass it to ERA (CZ) in English. EUDA is responsible for the evaluation of the content.
Estimated Start Date (dd-mm-yyyy)	01-04-2015
Estimated End Date (dd-mm-yyyy)	31-07-2015
Activity Leading Organisation	CNIPA PUGLIA
Participating Organisations	Evropská rozvojová agentura, s.r.o.
Activity Code	O1-A4
Project Phase	Implementation
Title	Curricula - The available funding
Description	<p>This thematic section will contain information about the funding that is available for young people looking for a job and for the supporting organisations in the area of fighting youth unemployment, including the following programmes:</p> <ul style="list-style-type: none"> - Erasmus+ (including European Voluntary Service) - COSME - Erasmus for Young Entrepreneurs - Employment and Social Innovation (EaSI) programme <p>In this section it is crucial to distinguish between the parts that are important for the young unemployed (and will be included in the guide) and for the parts that are important for the supporting institutions (and will be included in the trainer's pack).</p> <p>The chapter is important because the European programmes can provide the youngsters and the supporting institutions with opportunities that are not very well known among them. The</p>



		programmes can provide funding for youngsters that can't find a job. With the help of the programmes they can discover new ways of their inclusion on the labour market (meaning for example self-employment or voluntary service).
Tasks and role of each organisation		ONECO (ES) will be responsible for creating the content of this thematic section, then will pass it to ERA (CZ) in English. EUDA is responsible for the evaluation of the content.
Estimated Start Date (dd-mm-yyyy)		01-04-2015
Estimated End Date (dd-mm-yyyy)		31-07-2015
Activity Leading Organisation		ONECO CONSULTING SL
Participating Organisations		Evropská rozvojová agentura, s.r.o.
Activity Code		O1-A5
Project Phase		Implementation
Title		Curricula - Open Educational Resources in the area of employment and self-employment of youth
Description		<p>This thematic section will contain information about the Open Educational Resources in the area of employment and self-employment of youth.</p> <p>The chapter will contain information about</p> <ul style="list-style-type: none"> - available resources of know-how, learning materials and other educational materials useful for the supporting institutions - available resources of know-how, learning materials and other educational materials useful for the youngsters. <p>The chapter will focus on the materials that were created in past EU projects and are available in the European Shared Treasure Database, but not exclusively.</p> <p>The chapter is important because a lot of very useful stuff has been created but is not used as it could because of lack of knowledge. This chapter will contain a list of useful materials that will be divided and categorized according to the different thematic areas and according to the target group.</p>
Tasks and role of each organisation		IDZE (POL) will be responsible for creating the content of this thematic section, then will pass it to ERA (CZ) in English. EUDA is responsible for the evaluation of the content.
Estimated Start Date (dd-mm-yyyy)		01-04-2015
Estimated End Date (dd-mm-yyyy)		31-07-2015
Activity Leading Organisation		INSTYTUT DLA ZJEDNOCZONEJ EUROPY
Participating Organisations		Evropská rozvojová agentura, s.r.o.



Activity Code	O1-A6
Project Phase	Implementation
Title	Curricula - completed version
Description	<p>The complete version of the curricula will contain of the 5 thematic sections and one opening and one closing chapter. In each section there will be the information about the important topics that have to be covered in the educational module and about the way it will be done.</p> <p>For example in the thematic section about funding, there will be a list of important funding programmes and there will be information about how this particular programme will be described in the guide, how it will be covered in the trainer's pack (in the brochure and in the work sheets) and how it will be covered on the web page.</p> <p>This curricula will be the basis for creating the other three outputs.</p>
Tasks and role of each organisation	<p>After each of the partners has finished their part of the curricula, they send it to ERA and ERA is then responsible for creating one complete and comprehensive version of the curricula. ERA will create the complete version in further discussion with the partners.</p> <p>ERA is responsible for the evaluation of the thematic sections provided by partners. Each thematic section has to contain all necessary information and information about how this section will be covered in the trainer's pack, in the guide for learners and on the website.</p>
Estimated Start Date (dd-mm-yyyy)	01-07-2015
Estimated End Date (dd-mm-yyyy)	31-08-2015
Activity Leading Organisation	Evropská rozvojová agentura, s.r.o.
Participating Organisations	<p>Institut pro regionalni rozvoj, o. p. s.</p> <p>National Association of Municipal Clerks in Bulgaria</p> <p>CNIPA PUGLIA</p> <p>ONECO CONSULTING SL</p> <p>INSTYTUT DLA ZJEDNOCZONEJ EUROPY</p>

Output Identification	O2
Output Title	Guide for an European job seeker
Output Type	Learning/teaching/training material
Output Description	The Guide for an European job seeker will be a brochure (printed and downloadable at the same time) designed for people who want to increase their chances to get a job. It can be



used together with the Trainer's pack (IO3) or alone as a self-study material.

The guide will directly build on the curricula and it will be one of the three parts of the educational module created during the project. It will consist of the 5 thematic sections and one opening and one closing chapter.

In each section there will be the important information that is of use to the young people looking for job and then links to other important resources. The guide will not contain only information but also step-by-step instructions connected to the labour world and best practice examples of youngsters that have used some of the presented tools and with their help have found a job.

Languages	English
Media(s)	Internet Publications

Activity	Activity Code	O2-A1
	Project Phase	Implementation
	Title	Guide - drafting the first complete version
	Description	In this activity European Development Agency will (according to the curricula - IO1) create the first draft of the Guide for the European Job Seeker. ERA will pick up the parts of the curricula that were designed to be a part of the Guide and create a complete version. This version will contain a rough draft of the text and suggestions for adding examples, step-by-step guides and other parts designed to make the guide more interesting. ERA will create this version in English and then consult it with the partners and representatives of the target group during the second international meeting. Then this draft will be sent to the partners in order to make amendments.
	Tasks and role of each organisation	European Development Agency is responsible for creating this draft, other organisations will make comments and consult the guide with the target group and with the stakeholders.
	Estimated Start Date (dd-mm-yyyy)	01-08-2015
	Estimated End Date (dd-mm-yyyy)	30-09-2015
	Activity Leading Organisation	Evropská rozvojová agentura, s.r.o.
	Participating Organisations	Institut pro regionalni rozvoj, o. p. s.
		National Association of Municipal Clerks in Bulgaria
CNIPA PUGLIA		
ONECO CONSULTING SL		
INSTYTUT DLA ZJEDNOCZONEJ EUROPY		



Activity Code	O2-A2
Project Phase	Implementation
Title	Guide - amendments of the draft
Description	During this activity the organisations taking part in the project will amend the draft of the guide according to the suggestions of ERA and of the target group (their local target group and the youngsters present in the 2nd transnational meeting). Practical examples, step-by-step guides will be added and other specific features to make the guide more attractive.
Tasks and role of each organisation	Each of the partners will be responsible for "his" thematic section. ERA is responsible for the final evaluation of the guide and for the preparation for publication.
Estimated Start Date (dd-mm-yyyy)	01-10-2015
Estimated End Date (dd-mm-yyyy)	31-10-2015
Activity Leading Organisation	Evropská rozvojová agentura, s.r.o.
Participating Organisations	Institut pro regionalni rozvoj, o. p. s.
	National Association of Municipal Clerks in Bulgaria
	CNIPA PUGLIA
	ONECO CONSULTING SL
	INSTYTUT DLA ZJEDNOCZONEJ EUROPY
Activity Code	O2-A3
Project Phase	Implementation
Title	Guide - publication
Description	European Development Agency will prepare the guide to be type setted and then will subcontract the typesetting.
Tasks and role of each organisation	ERA will be responsible for the publication of the Guide and for the sufficient quality of the guide.
Estimated Start Date (dd-mm-yyyy)	01-11-2015
Estimated End Date (dd-mm-yyyy)	30-11-2015
Activity Leading Organisation	Evropská rozvojová agentura, s.r.o.
Participating Organisations	Institut pro regionalni rozvoj, o. p. s.



Output Identification		O3
Output Title		Trainer's pack
Output Type		Learning/teaching/training material
Output Description		<p>The trainer's pack will directly build on the curricula and it will be one of the three parts of the educational module created during the project. Together with the web page it will be designed for the supporting institutions working with the young unemployed, including</p> <ul style="list-style-type: none"> - non-formal educational institutions - schools - labour offices - public administrations. <p>It will contain information from the curricula that is designed for this target group, being:</p> <ul style="list-style-type: none"> - the information designed strictly for the supporting institutions (for example the funding opportunities for institutions) - a guide for the trainers (similar to a teacher's book) that can be used together with the Guide (IO2) and that describes the way to train the youngsters in the content of the Guide <p>The trainer's pack will consist of 2 parts:</p> <ul style="list-style-type: none"> - trainer's book - work sheets
Languages		English
Media(s)		Internet
Activity	Activity Code	O3-A1
	Project Phase	Implementation
	Title	Trainer's pack - draft
	Description	<p>In this activity European Development Agency will (according to the curricula - IO1) create the first draft of the Trainer's pack - of the trainer's book and the work sheets. ERA will pick up the parts of the curricula that were designed to be a part of this output and will create a complete version.</p> <p>This version will contain a rough draft of the text and suggestions for adding examples, practical exercise that can be used during lecture and other parts designed to make the guide more interesting.</p> <p>ERA will create this version in English and then consult it with the partners and representatives of the target group. Then this draft will be sent to the partners in order to make amendments.</p>
	Tasks and role of each organisation	European Development Agency is responsible for creating this draft, other organisations will make comments and consult the pack with the target group and with the stakeholders.
	Estimated Start Date (dd-mm-yyyy)	01-12-2015



Estimated End Date (dd-mm-yyyy)	31-01-2016
Activity Leading Organisation	Evropská rozvojová agentura, s.r.o.
Participating Organisations	Institut pro regionalni rozvoj, o. p. s.
	National Association of Municipal Clerks in Bulgaria
	CNIPA PUGLIA
	ONECO CONSULTING SL
	INSTYTUT DLA ZJEDNOCZONEJ EUROPY
Activity Code	O3-A2
Project Phase	Implementation
Title	Trainer's pack - amendments of the draft
Description	During this activity the organisations taking part in the project will amend the draft of the trainer's pack according to the suggestions of ERA and of the target group (their local target groups). Practical examples and exercises that can be used during lectures and other specific features to make the guide more attractive will be added.
Tasks and role of each organisation	Each of the partners will be responsible for "his" thematic section. ERA is responsible for the final evaluation of the guide and for the preparation for publication.
Estimated Start Date (dd-mm-yyyy)	01-02-2016
Estimated End Date (dd-mm-yyyy)	28-02-2016
Activity Leading Organisation	Evropská rozvojová agentura, s.r.o.
Participating Organisations	Institut pro regionalni rozvoj, o. p. s.
	National Association of Municipal Clerks in Bulgaria
	CNIPA PUGLIA
	ONECO CONSULTING SL
	INSTYTUT DLA ZJEDNOCZONEJ EUROPY
Activity Code	O3-A3
Project Phase	Implementation
Title	Trainer's pack - publication
Description	European Development Agency will prepare the guide to be type setted and then will subcontract the typesetting and publication. The trainer's pack will be accessible only online.
Tasks and role of each organisation	ERA will be responsible for the publication of the Guide and for the sufficient quality of the guide.



	Estimated Start Date (dd-mm-yyyy)	01-03-2016
	Estimated End Date (dd-mm-yyyy)	31-03-2016
	Activity Leading Organisation	Evropská rozvojová agentura, s.r.o.
	Participating Organisations	Institut pro regionalni rozvoj, o. p. s.

Output Identification	O4
Output Title	Web platform
Output Type	Other
Output Description	<p>The created web site will be divided in two parts:</p> <ul style="list-style-type: none"> - one designed for the young unemployed people - one designed for the supporting institutions (labour offices, educational institutions and local administrations) <p>The website will be of open access to public and the outputs of the project will be uploaded there. They will be downloadable free of charge. On the website there will be also a news-feed where the partners will upload news about youth unemployment and new opportunities for youngsters. The most important parts of the Guide for job seekers will be transferred to an online version, too.</p>
Languages	English
Media(s)	Internet

Activity	Activity Code	O4-A1
	Project Phase	Implementation
	Title	Creation of the web platform
	Description	<p>European Development Agency will be responsible for the creation of the web platform. ERA have experience in this area from other projects.</p> <p>There will be a subcontracting for the website, but it will be relatively cheap as the word-press system will be used.</p>
	Tasks and role of each organisation	ERA is responsible for the creation of the project website and the partners will cooperate on the creation of the content of the web platform (the news feed).
	Estimated Start Date (dd-mm-yyyy)	01-04-2016
	Estimated End Date (dd-mm-yyyy)	30-06-2016
	Activity Leading Organisation	Evropská rozvojová agentura, s.r.o.



	Participating Organisations	Institut pro regionalni rozvoj, o. p. s.
		National Association of Municipal Clerks in Bulgaria
		CNIPA PUGLIA
		ONECO CONSULTING SL
		INSTYTUT DLA ZJEDNOCZONEJ EUROPY

F.2.2. Multiplier Events

Event Identification	E1	
Event Title	Dissemination of the project outputs	
Event Description	In the last two months there will be a series of dissemination events. There will be 3 events, one in Prague, one in Spain and one in Italy. The aim of the events will be to disseminate the created outputs among the supporting institutions (in Prague) and among the disadvantaged youth (in Spain and in Italy).	
Intellectual Outputs Covered (using Output Identification number)	IO1, IO2, IO3	
Activity	Activity Code	E1-B1
	Project Phase	Dissemination
	Title	Final conference of the project
	Description	In the last month of the project there will be a final conference organized in Prague with the presence of the international partners. The conference will be designed for people dealing with youth unemployment. The Intellectual outputs will be presented on the conference, interested partners will talk about the best practice in their country and other relevant speakers will be invited. There will be a disseminating conference in Prague in September 2015.
	Tasks and role of each organisation	ERA will organize the conference and the other partners will be speakers - introducing their best practice examples for fighting youth unemployment.
	Estimated Start Date (dd-mm-yyyy)	15-09-2016
	Estimated End Date (dd-mm-yyyy)	15-09-2016
	Activity Leading Organisation	Evropská rozvojová agentura, s.r.o.
	Participating Organisations	Institut pro regionalni rozvoj, o. p. s.
National Association of Municipal Clerks in Bulgaria		
CNIPA PUGLIA		
ONECO CONSULTING SL		



		INSTYTUT DLA ZJEDNOCZONEJ EUROPY
Activity Code	E1-B2	
Project Phase	Dissemination	
Title	Dissemination event in Spain	
Description	The Spanish partner (ONECO) will organize a dissemination event for young people in Sevilla. The target group will be young unemployed people from the Roma community. During the event they will be informed about the project outputs and they will be trained using the outputs of the project.	
Tasks and role of each organisation	The Spanish organisation is in charge for this event.	
Estimated Start Date (dd-mm-yyyy)	15-08-2016	
Estimated End Date (dd-mm-yyyy)	15-08-2016	
Activity Leading Organisation	ONECO CONSULTING SL	
Participating Organisations	Evropská rozvojová agentura, s.r.o.	
Activity Code	E1-B3	
Project Phase	Dissemination	
Title	Dissemination event in Italy	
Description	The Italian partner (CNIPA) will organize a dissemination event for young people in Bari (Puglia region). The target group will be young people not in education, employment or training. During the event they will be informed about the project outputs and they will be trained using the outputs of the project.	
Tasks and role of each organisation	The Italian partner is responsible for this event,	
Estimated Start Date (dd-mm-yyyy)	15-08-2016	
Estimated End Date (dd-mm-yyyy)	15-08-2016	
Activity Leading Organisation	CNIPA PUGLIA	
Participating Organisations	Evropská rozvojová agentura, s.r.o.	

F.2.3. Learning/Teaching/Training Activities



Erasmus+

Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.10
Adobe Reader Version: 11.009

Do you foresee the inclusion of learning, teaching or training activities in your project?

No

Form hash code: 7A25EE789F4E10E8

EN

This form has been submitted on: 2014-10-01 11:00:36. Status: OK (1181120).



G. Follow-up

G.1. Impact

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

The target groups of this project are:

- young unemployed people that are able and willing to use European tools for their inclusion to the society
- supporting institutions that work with these people

The biggest impact is the fact, that those two target group will have the opportunity to find all information about the European tools used against the youth unemployment in one website that will be available for all interested stakeholders. During the project this website will be disseminated and it will reach target groups not only in the participating countries, but with the help of the networks of the participating institutions also in other countries.

The young people will be presented with the opportunities they have in the EU and with the tools EU has created for them in order to help them integrate on the labour market. They will be encouraged by the partner organisations to use this tools and they will be further supported with guidance when needed.

We expect impact on the participating organisations in the following way:

- the organisations will have gained new experience in the project, learned from each other and established new partnerships in Europe;
- the organisations will share know-how and best practice examples - each of the partners has knowledge in another thematic sector and they will share these with each other;
- the organisations will widen their offer of educational activities because they will offer the new course as a part of their activities.

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

The impact on the local level is the biggest one because the young people on the local level will be directly involved in the project activities and also they will be the most informed about the outputs (not only online but during the multiplier events). However, the aim of the project is to disseminate the outputs on the national level and provide the young people in the whole country with the opportunity to find this useful information. The partner organisations will be additionally ready to help the young people when they have any questions or problems and it will be possible to access them through the project website.

The desired impact is to encourage the young unemployed people and help them use the opportunities that EU presents. The project will help them to be more active. After they have gone through the created educational programme, they won't rely only on the regional and national level and they will see their problem (lack of job) in a European perspective.

The aim of the project is to be one piece in the mosaik of the European strategy against youth unemployment and contribute to the activities on the European, regional or local level.

How will you measure the previously mentioned impacts?

A number of tools used to evaluate the outputs and to measure the impact will be implemented during the project.

Impact indicators will be agreed on at the kick-off meetings and they will be reviewed regularly by the partners and reported to the leading organisation. A shared document will be created where the progress of the project will be reported.

The most important aspect of measuring the impacts will be the regular contact with the target group and the feedback provided. Other measures used to evaluate the impact:

- partner reporting and peer reviews of the partners;
- regular internal quality check;
- shared timetable and table of goals and achievements;
- dissemination plan and database of accessed organisations/youngsters;
- numbers of visitors to the web page.



G.2. Dissemination and Use of Projects' Results

You are requested to elaborate dissemination plans. Please provide answers to the questions below.

To whom will you disseminate the project results inside and outside your organisation? Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

Our aim is to reach the young unemployed people through educational organisations that are working with them and further through social networks which is a perfect tool for reaching this target group.

The planned dissemination strategy involves three types of organisations:

- 1) organisations closely cooperating with the project partners
- 2) other supporting institutions in the partner countries (Czech Republic, Poland, Spain, Bulgaria)
- 3) supporting institutions in rest of Europe.

With the first group of organisations a close cooperation will be fostered during the whole project. They will be the first to profit from the project outputs and they will have an active part in their creation. They will have access to all outputs even before the outputs will be finalized, because the partners will consult the outputs with them.

The second group of the organisations will have the access to the outputs after they will be finalized. Each partner will create a database of these institutions in his country. The partners will find them through thorough research and also through some umbrella organisations (ministry of education, professional associations, chambers of commerce etc.). These umbrella organisations will be invited to dissemination conference in the end of the project where they will be presented the outcomes of the project. The target organisations will be accessed through internet and invited to take part in the creation of the outputs.

The third group of organisations (educational institutions outside of the partnership countries) will be accessed only after the project outputs will be finalized. They will be accessed through umbrella organisations in each country and invited to use the outputs which will be in English.

Who will be responsible for the dissemination activities within your partnership and which specific expertise has it in this area? How many resources will you make available to allow for the proper implementation of your dissemination plans?

Each of the partners will be responsible for dissemination activities in his country. Regarding the group 3 (organisations from European countries not represented in the consortium) the partners will split the tasks at the 3rd international meeting. Each of the partners will then be responsible for the dissemination activities in certain countries.

The dissemination plan will be implemented mainly through internet communication:

- targeted emails to cooperating institutions and other existing contacts and networks
- social media such as facebook, twitter and linkedin
- existing forums and partner search databases, other existing websites and blogs dealing with education or international cooperation.

Press releases will be written and brochures and leaflets will be created.

The partners will use their own personal capacity and expertise to carry out the dissemination activities.

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

The dissemination activities will be carried out in three ways:

1st the educational institutions in the countries of the partners will be accessed (through existing contacts and networks, using social networks and existing websites and blogs) - they will be invited to take part in the project activities and to provide feedback to the project outputs. During this action the organisations will be informed about the project and its aims but there will be no outputs yet that could be disseminated.

2nd wave of dissemination will come in the end of the course when the outputs will be disseminated to the educational institutions.

3rd wave of dissemination activity will come afterwards and the outputs of the project will be disseminated outside of the project countries.



Beside of that there will be information on the websites of the partners, which will contain all relevant information and will be updated regularly, at least monthly.

Erasmus+ promotes an open access requirement for all materials produced through its projects. In the case your project is producing intellectual outputs/ tangible deliverables, please describe if and how you intend to promote the free access for the public, through the internet, to a digital form thereof. In case a limitation should be foreseen for the use of the open licence, please specify the reasons, extent and nature of this limitation.

All intellectual outputs of the projects will be available on the project web site and every visitor will have the chance to download them.

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

The intellectual outputs of the projects will be freely available to everybody and thoroughly disseminated.

The website of the project will be available for at least 5 years after the end of the project. All partners will disseminate the page during their activities and thanks to the involved organisations the website will remain active and updated.

If relevant, please provide any other meaningful information deemed necessary to give a comprehensive overview of your dissemination plans.

The dissemination plan will be an important part of the project management and it will be further enhanced during the international meetings. The leading organisation (European Development Agency) will be responsible for the coordination of the dissemination activities.

G.3. Sustainability

What are the activities and results that are planned to be maintained after the end of the EU funding including the needed resources to sustain them?

The European Development Agency will sustain (and fund) the web page during 5 years following the end of the project, which means to the end of this programming period. After that the coordinator will decide if it is possible to update the web page or if the intellectual outputs should be transferred somewhere else.

All partners will include the learning module to the offer of their educational programmes. The module will be commercialised after the project, that means that all outputs will be accessible free of charge but the partners can offer the seminars for a fee.

The educational programme is very important for the project partners because they can use it to establish contact to new institutions and possible clients. Therefore it is in the interest of all the participating organisations that the module will be sustainable and maintained after the end of the project.

**H. 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.

H.1. Project Management and Implementation

PIC of Organisation	Role of Organisation	Name of the Organisation	Grant Requested
945175276	Applicant Organisation	Evropská rozvojová agentura, s.r.o.	9000.00
947414909	Partner Organisation	Institut pro regionalni rozvoj, o. p. s.	4500.00
946970746	Partner Organisation	National Association of Municipal Clerks in Bulgaria	4500.00
939183683	Partner Organisation	CNIPA PUGLIA	4500.00
949816144	Partner Organisation	ONECO CONSULTING SL	4500.00
949337061	Partner Organisation	INSTYTUT DLA ZJEDNOCZONEJ EUROPY	4500.00
Total			31500.00

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, IN CASE OF PROJECTS INVOLVING MORE THAN 10 PARTICIPATING ORGANISATIONS, THE GRANT SUPPORT FOR PROJECT MANAGEMENT AND IMPLEMENTATION WILL BE LIMITED TO THE AMOUNT EQUIVALENT TO 10 PARTICIPATING ORGANISATIONS (1 COORDINATING AND 9 PARTNER ORGANISATIONS) FOR THE PROJECT DURATION.

H.2. Transnational Project Meetings

PIC of Organisation	Total No. of Meetings	Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
945175276: Evropská rozvojová agentura, s.r.o.	1	1	100 - 1999 km	575.00	575.00
945175276: Evropská rozvojová agentura, s.r.o.	1	4	100 - 1999 km	575.00	2300.00
947414909: Institut pro regionalni rozvoj, o. p. s.	1	1	100 - 1999 km	575.00	575.00
947414909: Institut pro regionalni rozvoj, o. p. s.	1	1	100 - 1999 km	575.00	575.00
946970746: National Association of Municipal Clerks in Bulgaria	1	4	100 - 1999 km	575.00	2300.00



PIC of Organisation	Total No. of Meetings	Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
946970746: National Association of Municipal Clerks in Bulgaria	1	2	100 - 1999 km	575.00	1150.00
939183683: CNIPA PUGLIA	1	1	100 - 1999 km	575.00	575.00
939183683: CNIPA PUGLIA	1	2	100 - 1999 km	575.00	1150.00
949816144: ONECO CONSULTING SL	1	1	>= 2000 km	760.00	760.00
949816144: ONECO CONSULTING SL	1	4	>= 2000 km	760.00	3040.00
949816144: ONECO CONSULTING SL	1	2	>= 2000 km	760.00	1520.00
949337061: INSTYTUT DLA ZJEDNOCZONEJ EUROPY	1	1	100 - 1999 km	575.00	575.00
949337061: INSTYTUT DLA ZJEDNOCZONEJ EUROPY	1	4	100 - 1999 km	575.00	2300.00
949337061: INSTYTUT DLA ZJEDNOCZONEJ EUROPY	1	2	100 - 1999 km	575.00	1150.00
Total					18545.00

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE GRANT SUPPORT FOR TRANSNATIONAL PROJECT MEETINGS WILL BE LIMITED TO A MAXIMUM AMOUNT OF 23.000 € PER PROJECT PER PERIOD OF 12 MONTHS. FOR SHORTER PROJECT DURATIONS, THE MAXIMUM AMOUNT WILL BE REDUCED PROPORTIONALLY TO THE ACTUAL PROJECT DURATION IN NUMBER OF MONTHS.

H.3. Intellectual Outputs

Which concrete participating organisations' staff resources are you planning to use in the production of outputs that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.)?

PIC of Organisation	Output Identification	Category of Staff	Country	No. of Working Days	Grant per Day	Grant Requested
945175276: Evropská rozvojová agentura, s.r.o.	O1	Teachers/Trainers/Researchers	Czech Republic	20	137.00	2740.00
947414909: Institut pro regionalni rozvoj, o. p. s.	O1	Teachers/Trainers/Researchers	Czech Republic	30	137.00	4110.00



PIC of Organisation	Output Identification	Category of Staff	Country	No. of Working Days	Grant per Day	Grant Requested
946970746: National Association of Municipal Clerks in	O1	Teachers/Trainers/Researchers	Bulgaria	30	74.00	2220.00
939183683: CNIPA PUGLIA	O1	Teachers/Trainers/Researchers	Italy	30	214.00	6420.00
949816144: ONECO CONSULTING SL	O1	Teachers/Trainers/Researchers	Spain	30	137.00	4110.00
949337061: INSTYTUT DLA ZJEDNOCZONEJ EUROPY	O1	Teachers/Trainers/Researchers	Poland	30	74.00	2220.00
945175276: Evropská rozvojová agentura, s.r.o.	O2	Teachers/Trainers/Researchers	Czech Republic	40	137.00	5480.00
947414909: Institut pro regionalni rozvoj, o. p. s.	O2	Teachers/Trainers/Researchers	Czech Republic	10	137.00	1370.00
946970746: National Association of Municipal Clerks in	O2	Teachers/Trainers/Researchers	Bulgaria	10	74.00	740.00
939183683: CNIPA PUGLIA	O2	Teachers/Trainers/Researchers	Italy	10	214.00	2140.00
949816144: ONECO CONSULTING SL	O2	Teachers/Trainers/Researchers	Spain	10	137.00	1370.00
949337061: INSTYTUT DLA ZJEDNOCZONEJ EUROPY	O2	Teachers/Trainers/Researchers	Poland	10	74.00	740.00
945175276: Evropská rozvojová agentura, s.r.o.	O3	Teachers/Trainers/Researchers	Czech Republic	40	137.00	5480.00
947414909: Institut pro regionalni rozvoj, o. p. s.	O3	Teachers/Trainers/Researchers	Czech Republic	10	137.00	1370.00
946970746: National Association of Municipal Clerks in	O3	Teachers/Trainers/Researchers	Bulgaria	10	74.00	740.00
939183683: CNIPA PUGLIA	O3	Teachers/Trainers/Researchers	Italy	10	214.00	2140.00
949816144: ONECO CONSULTING SL	O3	Teachers/Trainers/Researchers	Spain	10	137.00	1370.00
949337061: INSTYTUT DLA ZJEDNOCZONEJ EUROPY	O3	Teachers/Trainers/Researchers	Poland	10	74.00	740.00
945175276: Evropská rozvojová agentura, s.r.o.	O4	Teachers/Trainers/Researchers	Czech Republic	10	137.00	1370.00
947414909: Institut pro regionalni rozvoj, o. p. s.	O4	Teachers/Trainers/Researchers	Czech Republic	3	137.00	411.00
946970746: National Association of Municipal Clerks in	O4	Teachers/Trainers/Researchers	Bulgaria	3	74.00	222.00



939183683: CNIPA PUGLIA	O4	Teachers/Trainers/Researchers	Italy	3	214.00	642.00
949816144: ONECO CONSULTING SL	O4	Teachers/Trainers/Researchers	Spain	3	137.00	411.00
949337061: INSTYTUT DLA ZJEDNOCZONEJ EUROPY	O4	Teachers/Trainers/Researchers	Poland	3	74.00	222.00
Total				375	Total	48778.00

H.4. Multiplier Events

PIC of Organisation	Event Identification	No. of Local Participants	Grant per Local Participant	No. of Foreign Participants	Grant per Foreign Participant	Grant Requested
945175276: Evropská rozvojová agentura, s.r.o.	E1	30	100.00	0	200.00	3000.00
949816144: ONECO CONSULTING SL	E1	40	100.00	0	200.00	4000.00
939183683: CNIPA PUGLIA	E1	30	100.00	0	200.00	3000.00
Total		100	Total	0	Total	10000.00

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE GRANT SUPPORT FOR MULTIPLIER EVENTS WILL BE LIMITED TO A MAXIMUM AMOUNT OF 30.000 € PER PROJECT REGARDLESS OF ITS DURATION.

H.5. Learning/Teaching/Training Activities**H.5.1. Travel**

PIC of Organisation	Activity No.	Activity Type	No. of Participants	Distance Band	Travel Grant per Participant	Grant Requested
Total					Total	



H.5.2. Subsistence

Long-term Learning/Teaching/Training Activities

PIC of Organisation	Activity No.	Activity Type	Duration (months)	Country of Destination	No. of Participants	Grant per Participant	Grant Requested
Total				Total		Total	

Short-term Learning/Teaching/Training Activities

PIC of Organisation	Activity No.	Activity Type	Duration (days)	No. of Participants	Grant per Participant	Grant Requested
Total					Total	

H.5.3. Linguistic Support

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

H.6. Special Needs

PIC of Organisation	No. of Participants With Special Needs	Description	Please list the activities to which this item refers to	Grant Requested
Total				



H.7. Exceptional Costs

PIC of Organisation	Description of Cost Item	Please list the activities to which this item refers to	Grant Requested
945175276: Evropská rozvojová agentura, s.r.o.	Type setting of the Guide for job seekers	O2-A3 and O3-A3	400.00
945175276: Evropská rozvojová agentura, s.r.o.	Creation of the web platform	O4-A1	1000.00
Total			1400.00

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE GRANT SUPPORT FOR EXCEPTIONAL COSTS WILL BE LIMITED TO A MAXIMUM AMOUNT OF 50.000 € PER PROJECT.

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



I. Project summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

In view of further publication on the Erasmus+ dissemination platform, please be also aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in contract will be linked to the availability of such summary.

The unemployment of young people in Europe has reached alarming rates and fight against it has become one of the most important priorities not only for national government but also for the politicians on the EU level. It is only necessary as the labour markets in the EU countries become more and more connected. However, not only the strategies and tools used for tackling the unemployment have to be accessed from the European point of view, but also the young people and recently graduates have to look at their situation with a wide perspective.

The aim of the proposed project is to raise awareness about the European programmes and tools that can help the young people to find job and to integrate to the labour market.

During the project, the partners from Czech Republic, Poland, Bulgaria, Italy and Spain will create educational programme that will cover the following topics:

- Available funding programmes (Erasmus+, Erasmus for Young Entrepreneurs, European Voluntary Service and others): how to use the funding effectively?
- European tools for recognition of skills and qualification (ECTS, ECVET, EuroPass, European Qualifications Framework and others): how can these be effectively used?
- Open Educational Resources (the ones created through past EU funded projects and accessible through the EST database, but not exclusively): where can they be found and used?
- The work mobility in the EU (the EURES network, the rights connected to European citizenship and other aspects): how can the opportunities of the common labour market be used?

The target group of the project will be young people at risk of unemployment and young people with fewer opportunities. In the Czech Republic the group of young people taking actively part in the project will be from the Bruntal region – one of the regions with the highest unemployment rate in the Czech Republic. However, the outcomes of the project will be used nationwide and with the help of the partners of the project on the European level.



I.1. Summary of participating organisations

PIC of Organisation	Name of the Organisation	Country of the Organisation
945175276	Evropská rozvojová agentura, s.r.o.	Czech Republic
947414909	Institut pro regionalni rozvoj, o. p. s.	Czech Republic
946970746	National Association of Municipal Clerks in Bulgaria	Bulgaria
939183683	CNIPA PUGLIA	Italy
949816144	ONECO CONSULTING SL	Spain
949337061	INSTYTUT DLA ZJEDNOCZONEJ EUROPY	Poland

Total number of participating organisations	6
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I.2. Budget Summary

PIC of Organisation	Project Management and Implementation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities			Special Needs	Exceptional Costs	Total
					Travel	Subsistence	Linguistic Support			
945175276	9000.00	2875.00	15070.00	3000.00				1400.00	31345.00	
947414909	4500.00	1150.00	7261.00						12911.00	
946970746	4500.00	3450.00	3922.00						11872.00	
939183683	4500.00	1725.00	11342.00	3000.00					20567.00	
949816144	4500.00	5320.00	7261.00	4000.00					21081.00	
949337061	4500.00	4025.00	3922.00						12447.00	
Total	31500.00	18545.00	48778.00	10000.00				1400.00	110223.00	

I.2.1. Project Total Grant

Grant Calculated	110223.00
Grant Requested	110223.00

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE TOTAL GRANT SUPPORT FOR STRATEGIC PARTNERSHIPS IS LIMITED TO 450.000 € PER PROJECT FOR THREE YEARS. THIS MAXIMUM AMOUNT WILL BE REDUCED PROPORTIONALLY FOR PROJECTS OF A DURATION SHORTER THAN THREE YEARS.



J. Checklist

Before submitting your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key- Action 2 application form.
- all relevant fields in the application form have been completed.
- the application form is submitted to the 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 timeline for the project activities and outputs using the template provided.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- for projects submitted in the field of school education, vocational education and training, higher education or adult education:
 - if the duration is 24 months: the start date is 1 September 2014 and the end date 31 August 2016.
 - if the duration is 36 months: the start date is 1 September 2014 and the end date 31 August 2017.
- for projects submitted in the field of youth for the deadline of 30 April 2014:
 - the start date is between 1 September 2014 and 28 February 2015.
 - the duration is between 6 and 24 months (the latest possible end date for a project of 24 months is thus 27 February 2017).
- you have saved or printed the copy of the completed form for yourself.



K. Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

<http://www.edps.europa.eu/>



L. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60.000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 109(1) of the Financial regulations (Council Regulation 966/2012).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:



- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	



M. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)
mandáty.pdf	4180
DeclarationOfHonour.pdf	313
timetable.xlsx	26
Total Size	4519



N. Submission

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

N.1. Data Validation

Validation of compulsory fields and rules

N.2. Standard Submission Procedure

Online submission (requires internet connection)

Submitted	YES
Submission ID	1181120
Submission date (Brussels, Belgium Time)	2014-10-01 11:00:36
Hash code	7A25EE789F4E10E8

N.3. Alternative Submission Procedure

If you cannot submit your application online you can still do it by sending an email to your National Agency within the 2 hours following the official application 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.

N.4. Submission Summary

This table provides additional information (log) of all form online submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Form Hash Code	Submitted	Description
1	2014-10-01 11:00:36 (Brussels, Belgium Time)	7A25EE789F4E10E8	YES	Your submission was successful. Submission ID: 1181120

N.5. Form Printing

Print the entire form