Cooperation projects

Before you begin completing this eForm:

- Test your connection to the Agency's online submission service. Click on the 'Test your connection' button in the footer of the eForm. This is not to submit your form but merely to test that your software settings and internet connection allow an application to be submitted. If having clicked on this button, you do not receive a confirmation that your connection was successful, please consult the 'Known Issues' section of the eForm homepage. Here you can find, amongst other things, advice on internet settings and Adobe (Reader or Acrobat) security settings, either of which can prevent a successful connection to the Agency's online submission service. Please note that, if after performing a successful test, you move your eForm to a different computer or upgrade your version of Adobe Reader, you will need to perform the test again. This is because the original test result will no longer be valid. For a fuller description of how the 'Test your connection' function works please consult the eForm User Guide.

- Check that you have the latest available version of the eForm. In the event of a significant eForm problem arising, the Agency may decide to make available an updated i.e. corrected version of the eForm. The latest version number of each eForm is displayed on the eForm homepage whilst specific details of any problem and its impact would be published on the funding opportunity webpage of the programme concerned.

These resources and other useful links can be found in a table located at the end of this eForm.   *Click to access table.*

Programme :	CREATIVE EUROPE
Sub-programme :	CULTURE
Programme Guide / Call for Proposals :	CE Culture Cooperation Projects 2016
Action :	Cooperation projects
Sub-action :	Category 1 - Smaller scale cooperation projects
Deadline for submission :	07/10/2015 12:00 midday (Brussels time)

Project title * :

Project acronym * :

Language used to complete the form * :

DRAFT

Validate form   **Test your connection**

Connection test has not been performed!

List of partner organisations

Your list of partner organisations is not valid. It should respect the rule(s) below:

Not valid	The minimum number of participating organisations required is: 3
Valid	Applicant organisation should be from one of the following countries: ALBANIA, ALGERIA, ARMENIA, AUSTRIA, AZERBAIJAN, BELARUS, BELGIUM, BOSNIA AND HERZEGOVINA, BULGARIA, CROATIA, CYPRUS, CZECH REPUBLIC, DENMARK, EGYPT, ESTONIA, FINLAND, FORMER YUGOSLAV REPUBLIC OF MACEDONIA, FRANCE, GEORGIA, GERMANY, GREECE, HUNGARY, ICELAND, IRELAND, ISRAEL, ITALY, JORDAN, KOSOVO * UN RESOLUTION, LATVIA, LEBANON, LIBYA, LIECHTENSTEIN, LITHUANIA, LUXEMBOURG, MALTA, MOLDOVA (REPUBLIC OF), MONTENEGRO, MOROCCO, NETHERLANDS, NORWAY, PALESTINE, POLAND, PORTUGAL, ROMANIA, SERBIA, SLOVAKIA, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, SYRIAN ARAB REPUBLIC, TUNISIA, TURKEY, UKRAINE, UNITED KINGDOM

Partner no	PIC	Role	Organisation Name	City	Country
P1	933354274	Applicant Organisation	TEST ORG FROM PROD DEPLOYMENT 2	CEDEX	Belgium
P2	953116375	Partner Organisation	test record ignore	trytry	Belgium

Validate form

Test your connection

Connection test has not been performed!

Acceptance

Part A. Identification of the applicant and if applicable other organisation(s) participating in the project

Parts A and B must be completed separately for each organisation participating in the project

A.1 Organisation

Partner number : P1   PIC number : 933354274

Role in the application : Applicant Organisation

Full name of the organisation in Latin characters : TEST ORG FROM PROD DEPLOYMENT 2

Business name :

Registration date : 1900-01-01

Registration location : not applicable

Registration country :

Registered address

Street name and number : Street Name 456   Postcode :

Town : CEDEX   Cedex :   PO Box :

Country : Belgium   Region * : Extra-Regio NUTS 2

Internet address:

Telephone 1 : +32456178985   Telephone 2 :   Fax :

Validate form

Test your connection

Connection test has not been performed!

A.2 Person responsible for the management of the application (contact person)

Title * :   Family name * :   First name * :

_____   _____   _____

Department / Faculty :
_____

Role in the organisation * :   E-mail address * :

_____   _____

☐   *Check this box if the address is different from the address provided in section A.1*

Address

Street name and number * :   *Postcode :*

Street Name 456
_____   _____

Town * :   *Cedex :*   *PO Box :*

CEDEX
_____   _____   _____

Country * :   Region * :

Belgium   Extra-Regio NUTS 2
_____   _____

Telephone 1 * :   *Telephone 2 :*   *Fax :*

_____   _____   _____

☐   *Check this box if the legal representative is different from the person responsible for the management*

Validate form

Test your connection

Connection test has not been performed!

A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Title * :   Family name * :   First name * :

_____   _____   _____

Department / Faculty : _____

Role in the organisation * :   E-mail address * :

_____   _____

☐   _Check this box if the address is different from the address provided in section A.1_

Address:

Street name and number * :   _Postcode :_

Street Name 456   _____

Town * :   _Cedex :_   _PO Box :_

CEDEX   _____   _____

Country * :   Region * :

Belgium   Extra-Regio NUTS 2

Telephone 1 * :   _Telephone 2 :_   _Fax :_

_____   _____   _____

Validate form   **Test your connection**

Connection test has not been performed!

Acceptance

Part B. Organisation and activities

B.1 Structure

Status :	Private
Non Profit Organisation :	No
NGO :	No

Type of organisation * :

B.2 Aims and activities of the organisation*

Please provide a short presentation of your organisation (key activities, affiliations etc.) relating to the domain covered by the project. (Max. 1000 characters)

Please describe the role of the organisation in the project. (Max. 1000 characters)

B.3 Other EU grants

Please list the projects for which the organisation, or the department responsible for the management of this application, has received financial support from the EU Programme during the last three years.

Programme or initiative*	Reference number*	Beneficiary Organisation*	Title of the Project*

Add a project

Validate form

Test your connection

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Please list other grant applications submitted by your organisation, or the department responsible, for this project proposal. For each grant application, please mention the EU Programme concerned and the amount requested.

Programme concerned*	Amount requested*
Add a programme	

Validate form

Test your connection

Connection test has not been performed!

Acceptance

Part A. Identification of the applicant and if applicable other organisation(s) participating in the project

Parts A and B must be completed separately for each organisation participating in the project

A.1 Organisation

Partner number :	P2	PIC number :	953116375	X

Role in the application : Partner Organisation

Full name of the organisation in Latin characters : test record ignore

Business name :

Registration date : 2013-12-01

Registration location : 234

Registration country :

Registered address

Street name and number : rytry5ry

Postcode : rtytry

Town : trytry

Cedex :

PO Box :

Country : Belgium

Region * : Extra-Regio NUTS 2

Internet address:

Telephone 1 : +345435435

Telephone 2 :

Fax :

Validate form

Test your connection

Connection test has not been performed!

Acceptance

A.2 Legal representative / contact person

Title * :   Family name * :   First name * :

_____   _____   _____

Department / Faculty :   _____

Role in the organisation * :   E-mail address * :

_____   _____

☐ _Check this box if the address is different from the address provided in section A.1_

Address

Street name and number * :   _Postcode :_

rytry5ry   rtytry

Town * :   _Cedex :_   _PO Box :_

trytry

Country * :   Region * :

Belgium   Extra-Regio NUTS 2

Telephone 1 * :   _Telephone 2 :_   _Fax :_

_____   _____   _____

Validate form   **Test your connection**

Connection test has not been performed!

Part B. Organisation and activities

B.1 Structure

Status :	Private
Non Profit Organisation :	No
NGO :	No

Type of organisation * :

B.2 Aims and activities of the organisation*

Please provide a short presentation of your organisation (key activities, affiliations etc.) relating to the domain covered by the project. (Max. 1000 characters)

Please describe the role of the organisation in the project. (Max. 1000 characters)

B.3 Other EU grants

Please list the projects for which the organisation, or the department responsible for the management of this application, has received financial support from the EU Programme during the last three years.

Programme or initiative*	Reference number*	Beneficiary Organisation*	Title of the Project*

Add a project

Validate form

Test your connection

Connection test has not been performed!

Please list other grant applications submitted by your organisation, or the department responsible, for this project proposal. For each grant application, please mention the EU Programme concerned and the amount requested.

Programme concerned*	Amount requested*
Add a programme	

Validate form

Test your connection

Connection test has not been performed!

Form version : 3.2.0.1 EN Adobe Reader version : 10.104

Part C. Description of the project

C.1 Calendar of the project

Please indicate the project start and project end dates

Start date * : _____   End date * : _____   Duration (months) :   0

Project duration minimum is 0 month(s) and maximum is 48 months

C.2.1 Organisation - Information

Partner no	Organisation Name	Number of staff employed by the organisation		Number of staff recruited by the organisation in relation to this project		Country code	Region
		Permanent	Temporary	Permanent	Temporary		
P1	TEST ORG FROM PROD DEPLOYMENT 2					BE	Extra-Regio NUTS 2
P2	test record ignore					BE	Extra-Regio NUTS 2

C.2.2 Organisation - dependencies

Are there dependencies between the project leader and the partners involved in this proposal?

○ Yes   ○ No

C.3 Relevance to the Programme priorities

Please choose the priorities which are most relevant to your project. You may choose a maximum of 3 priorities. If you choose more than 1 priority, you have to rank the selected priorities by order of relevance.

☐ Transnational mobility

☐ Audience development

☐ Capacity building - Digitisation

☐ Capacity building - New business models

Validate form   **Test your connection**

Connection test has not been performed!

☐ *Capacity building - Training and education*

Priority(ies)	Ranking

C.4 Fields (please choose at least one sub-field). Please note that if more than 1 field is ticked, the project will be considered as interdisciplinary and you should identify the priorities in the table below

Performing arts

☐ Theatre   ☐ Dance

☐ Music   ☐ Opera

☐ Circus art   ☐ Street art

☐ Puppetry

Cultural heritage

☐ Tangible culture - historical sites and buildings   ☐ Tangible culture - Museums

☐ Tangible culture - Libraries and archives   ☐ Intangible culture

Visual arts

☐ Painting, drawing   ☐ Graphic arts

☐ Photography   ☐ Sculpture

☐ Digital arts   ☐ Film, Video

Design and applied arts

☐ Decorative arts   ☐ Graphic design

☐ Fashion design   ☐ Craftwork

Literature books and reading

☐ Creative writing   ☐ Translation

☐ Publishing

Architecture

☐ Architecture

Validate form   **Test your connection**

Connection test has not been performed!

Acceptance

Other field

☐ Other

Please explain in which ways the proposal relates to the field(s) selected? (Max. 2000 characters) :

Validate form

Test your connection

Connection test has not been performed!

C.5 Please specify which are the different countries participating in the Culture sub-programme that will host and/or benefit from the activities

Countries
Add a new country

Validate form

Test your connection

Connection test has not been performed!

C.6 Summary of the project (Max. 2000 characters). Please note that this information may be used for dissemination purposes

Please indicate the language of the summary * :

Validate form

Test your connection

Connection test has not been performed!

C.7 Summary of the project's budget (please make sure these figures correspond to the detailed budget form)

I. EXPENSES		
ELIGIBLE COSTS *:		
1. Costs directly linked to the implementation of project activities		
2. Communication, promotion and dissemination costs and costs of exploitation of results		
3. Travel and subsistence costs		
4. Staff costs		
5. Indirect costs		
Total expenses	**0,00 €**	
II. INCOME		
ELIGIBLE INCOME *:		
1. EU grant requested		
2. Income generated by the project		
3. Self-financing by the lead partner and partners		
4. Contributions from private and public sources		
Total income	**0,00 €**	

Distribution of grant by organisation

Partner no	PIC	Organisation Name	EU grant amount
P1	933354274	TEST ORG FROM PROD DEPLOY	
P2	953116375	test record ignore	
		Total EU grant requested	

Validate form

Test your connection

Connection test has not been performed!

C.8 Did you contact a "Creative Europe Desk" before submitting this application?

○ Yes   ○ No

Validate form   **Test your connection**

Connection test has not been performed!

Part D. Overview of the partners' operational and financial capacity

Partner number :	P1
Role in the application :	Applicant Organisation
Organisation name :	TEST ORG FROM PROD DEPLOYMENT 2

Please describe how your international and/or European experience is relevant to the implementation of the proposed project. (Max. 500 characters) :

Please indicate your self-financing contribution in EURO * :

Partner number :	P2
Role in the application :	Partner Organisation
Organisation name :	test record ignore

Please describe how your international and/or European experience is relevant to the implementation of the proposed project. (Max. 500 characters) :

Please indicate your self-financing contribution in EURO * :

If other organisations contribute to the project without being a full partner, please detail their role

Organisation	Organisation name and country	Role and tasks in the project

Validate form

Test your connection

Connection test has not been performed!

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Add an organisation

Validate form

Test your connection

Connection test has not been performed!

Part E. Award criteria

Please answer the following questions. Note that the quality of the application will be evaluated on the basis of the answers provided.

E.1 Relevance

How relevant is the project's strategy to implement one or more of the priorities considered as instrumental to the achievement of the objectives of the Sub-programme? (Max. 1000 characters) :

How convincing, clearly defined and innovative are the strategies proposed to achieve the above priority(ies) that the project seeks to implement? (Max. 1000 characters) :

To what extent is the project aiming at producing results which will go beyond the sole interest of the partners and direct participants and have potential long-term impacts? (Max. 1000 characters) :

To what extent is the project complementary to cultural actions implemented at national, regional or local level? (Max. 1000 characters) :

E.2 Quality of the content and activities

How concrete and well defined are the activities to be implemented in the framework of the project? (Max. 1000 characters) :

Validate form

Test your connection

Connection test has not been performed!

How clearly related are the objectives and activities of the project to the identified needs of the target groups? (Max. 1000 characters) :

Are there concrete and well defined outputs (deliverables) and how appropriate are they towards the overall objectives of the project? (Max. 1000 characters) :

Is a qualitative and quantitative assessment of the results foreseen and how clear and appropriate is it? (Max. 1000 characters) :

How relevant is the experience of the team taking part in the project, for example, in terms of organisational skills, experience and track record in the cultural and creative sectors, communication and language skills? (Max. 1000 characters)
Attention: To this purpose, the CVs of the persons responsible for the submitted project within the applicant organisation and each partner institution will be assessed.

How appropriate is the allocation of the budget and human resources to the activities undertaken in the framework of the project? (Max. 1000 characters) :

Validate form

Test your connection

Connection test has not been performed!

How clear and realistic is the time-table for implementing the project activities? (Max. 1000 characters) :

E.3 Communication and dissemination

How clear and appropriate is the strategy to communicate on the activities of the partners' network, including the objectives, target groups, tools, channels, media, impact and timeline? (Max. 1000 characters) :

How will EU support be made visible throughout the duration of the project and beyond and contribute to a positive image of the EU? (Max. 1000 characters) :

How and to whom will the experience and knowledge acquired through the project be disseminated at local, regional, national and/or European level, including beyond the duration of the project? (Max. 1000 characters) :

E.4 Quality of the partnership

How is the partnership defined and to what extent does it ensure a strong involvement of all partners and a clear division of tasks between them?
Please describe the method of management applied to the project (cooperation scheme with co-organisers e.g. contacts, meetings, etc.) (Max. 1000 characters) :

Validate form

Test your connection

Connection test has not been performed!

How will the partnership be made to last beyond the duration of the project? (Max. 1000 characters) :

To what extent does the partnership go beyond the organisations' direct geographical neighbours and draw partners from a diverse geographical range of participating countries? (Max. 1000 characters) :

Only for projects involving partnership with organisation(s) established outside the EU or EFTA countries: To what extent does the partnership with operators from outside the EU reflect the concept of the role of culture in the EU's external relations, as spelt out in the European Agenda for Culture? (Max. 1000 characters) :

Validate form

Test your connection

Connection test has not been performed!

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Part F. Work programme

Please fill in the following table in accordance with the detailed description of the project. If you have more than 50 activities, encode the first 50 here and detail the rest in a table in the detailed description of the project using the same table structure as here.

Start date : [blank]   End date : [blank]

	Activity (brief description) *	From *	To *	Country and Location *	Name of the responsible partner involved *
1					

<div align="center">Add an activity</div>

Validate form   **Test your connection**

Connection test has not been performed!

Part G. Statistics

G.1. What types of activities will be implemented?

Project management (activities necessary to the management and to the implementation of the project)

Project management activities	Number of activities

Add an activity

Project implementation:

1. Cultural activities

Cultural activities	Number of activities

Add an activity

2. Support activities

Support activities	Number of activities

Add an activity

3. Expected results

How many of the above activities will result in	Number of experiences

Validate form

Test your connection

Connection test has not been performed!

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<div align="right">

Add an activity

</div>

Will the project or part of the project result in studies, evaluation and policy analysis?

○ Yes   ○ No

G.2 What types of individuals will directly benefit from the activities?

Type of individuals	Foreseen number of individuals

<div align="right">

Add a type

</div>

G.3 What types of organisations will directly benefit from the activities?

Type of organisations	Foreseen number of organisations

<div align="right">

Add a type

</div>

G.4 What is the foreseen audience of the project?

Foreseen audience	Foreseen number of persons

<div align="right">

Add an audience

</div>

G.5 Will the project address one or more of these issues?

☐ *The digital shift*   ☐ *Audience development*

☐ *Testing of new business models*   ☐ *None of these issues*

Validate form   **Test your connection**

Connection test has not been performed!

G.6 Will the project tackle an equal opportunity theme?

○ Yes   ○ No

Validate form   **Test your connection**

Connection test has not been performed!

Attachments

Detailed description of the project (.doc, .docx, .odt or pdf)*

Declarations on honour and mandates (.pdf)*

Budget form (.xls, .xlsx or .ods)*

Partnership information (.doc, .docx or .odt)*

Validate form

Test your connection

Connection test has not been performed!

Acceptance

Submission number : *000000000*

Validate form

Test your connection

Connection test has not been performed!

Acceptance

Useful links

Item	Link
Agency's eForm homepage :	http://eacea.ec.europa.eu/eforms/index_en.php
eForm technical user guide	http://eacea.ec.europa.eu/eforms/index_en.php
Known technical issues :	http://eacea.ec.europa.eu/eforms/index_en.php#issues

Go back to first page

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