



EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion
Skills Directorate
VET, Apprenticeships and Adult Learning

Pilot Project on long-term mobility for apprentices
**'A European framework for mobility of apprentices:
developing European citizenship and skills through youth
integration in the labour market'**

CALL FOR PROPOSALS

VP/2016/010

Any questions should be sent by email only to:
empl-vp-2016-010@ec.europa.eu

To ensure a rapid response to requests for information, applicants are invited
to send their queries in English, where possible

Applicants are invited to read the present document in conjunction with the Financial
Guidelines for Applicants for this call

Table of Contents

1.	INTRODUCTION – BACKGROUND.....	- 3 -
1.1.	Programme/Legal base.....	- 3 -
1.2.	Policy and economic background	- 3 -
2.	OBJECTIVE(S) – THEME(S) – PRIORITIES – EXPECTED RESULTS	- 4 -
2.1.	Objectives.....	- 4 -
2.2.	Description of the activities to be funded / Type of actions	- 4 -
2.3.	Expected outputs/results	- 6 -
3.	TIMETABLE.....	- 6 -
3.1.	Starting date and duration of the projects.....	- 6 -
4.	BUDGET AVAILABLE	- 7 -
4.1.	Co-financing rate	- 7 -
5.	ADMISSIBILITY REQUIREMENTS	- 7 -
6.	ELIGIBILITY CRITERIA	- 7 -
6.1.	Eligibility of the applicants (lead and co-applicants)	- 7 -
6.2.	Eligibility of proposals	- 8 -
6.3.	Eligible activities.....	- 8 -
7.	EXCLUSION CRITERIA	- 8 -
8.	SELECTION CRITERIA	- 9 -
8.1.	Financial capacity.....	- 9 -
8.2.	Operational capacity.....	- 9 -
9.	AWARD CRITERIA.....	- 10 -
10.	LEGAL COMMITMENTS	- 11 -
11.	FINANCIAL PROVISIONS.....	- 11 -
12.	PROCEDURE FOR THE SUBMISSION OF PROPOSALS	- 12 -
13.	CONTACT AND PRACTICAL PROCEDURES.....	- 13 -
14.	SUPPORTING DOCUMENTS	- 13 -

1. INTRODUCTION – BACKGROUND

1.1. Programme/Legal base

This action covers a Pilot Project requested by the European Parliament to the Commission for implementation within the meaning of Article 54(2)(a) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p. 1). It shall set out to test the viability of setting up 'A European framework for mobility of apprentices: Developing European citizenship and skills through youth integration in the labour market'

1.2. Policy and economic background

Over recent years, considerable efforts have been made by Member States to reform their labour markets in a way that allows for easier and quicker transitions from education and training courses into employment. As part of this endeavour, new laws and system changes in the relation to Vocational Education and Training (VET) have been prominent and featured at the top of the policy agenda in many countries.

These actions have been driven largely by the need to reduce youth unemployment, currently standing at circa 4.5 million across the EU. Paradoxically, only two-fifths of employers are confident of finding enough skilled graduates to fill entry-level positions while a third have difficulties in recruiting staff for skilled jobs¹. In this context, VET plays a critical role in equipping young people with the right vocational skills to meet labour demand needs and fuel company growth.

In 2014 and 2015, **country specific recommendations** (CSRs) concerning the transition of young people in to the labour market were issued for several Member States. Areas covered included support to NEETs (youth neither in education, employment or training), participation of specific target groups, transitions between education and the labour market, segmentation and skills, vocational education and training, as well as second chance education and early school leaving.

The European Agenda on VET has also been revised and modernised as a result of the Ministerial Conclusions adopted in Riga in 2015². These established a new set of medium term deliverables for the period 2015-2020, based on five priorities, including the need to promote **work-based learning** in all its forms with special attention to **apprenticeships**. Equally, the **ET2020** Working Group on VET 2014-2015 developed 20 guiding principles for high-performance apprenticeships and work-based learning.

The forthcoming New Skills Agenda for Europe to be issued in 2016 will also further highlight the VET agenda and its important contribution to employability, through concrete actions.

The importance and positive impact of learning mobility (including apprenticeships) for employability, career prospects, skills and personal development has been proven by the experiences of the Lifelong Learning Programme, Erasmus+ as well as the European Alliance for Apprenticeships. Evidence also demonstrates that, demand for learning mobility is high: in 2015 the Erasmus+ VET Mobility Action could only fund less than half of the applications it received³.

¹ McKinsey Centre for Government, *Education to employment: designing a system that works*; CEDEFOP, *Skill mismatch, The role of the enterprise*, 2012

² http://ec.europa.eu/education/policy/vocational-policy/doc/2015-riga-conclusions_en.pdf

³ In 2015 6 720 proposals for Erasmus+VET learner mobility were received but only 3 002 projects could be selected for funding.

In spite of the positive above stated developments, existing evidence from Erasmus+ Mobility for VET learners point to very short term stays abroad by beneficiaries⁴. Among the main reasons cited for this are the persistent difficulties on recognition of the skills and competences acquired abroad, different legal statutes of trainees and apprentices in different countries, particularly when it comes to apprenticeship contracts. Moreover, companies hesitate to send their (last-year) apprentices abroad for too long, because in most cases they are employees of the company and are expected to learn and work in the company with which they are under contract. This is a particular challenge for SMEs that sometimes invest heavily in their apprentices and are then reluctant to send them abroad for long-periods.

Also, the different education systems, and academic timetables can be significant barriers and therefore it is often hard to find the right "window" for a mobility experience. The typical age of vocational learners, 15 to 19 year olds (minors in some cases), can pose liability problems; furthermore, at that age they often still have difficulties in staying away from home for long periods. Socio-cultural factors, family ties and attachments often also act as a break on long-term apprentice mobility.

Cuts in national budgets for VET policies and related staff, have also had an impact and limited the possibility of VET schools to develop international offices and strategic structural approaches to mobility and internationalisation.

2. OBJECTIVE(S) – THEME(S) – PRIORITIES – EXPECTED RESULTS

2.1. Objectives

The ultimate goal of this call will be to enable young apprentices to develop their skills and enhance employability prospects, whilst also strengthening their sense of European citizenship.

This will be done by testing different approaches for putting in place the infrastructure as well as the institutional and contractual frameworks (e.g. developing the service structures for the organisation of travel & accommodation, language courses, learning agreements, practical welcome information packs, coaching methods, insurance arrangements) necessary to organise the placements of apprentices from departure to return.

Three main objectives will guide the actions to be developed through the projects financed. Firstly, these will set out to test whether sufficient demand and uptake exists among relevant stakeholders for developing long-term (6-12 months) trans-national apprentice mobility placement schemes. Secondly, projects will seek to identify obstacles (legal, practical, institutional, academic...) that prevent apprentices from carrying out longer term stays abroad. Finally, lessons will be drawn to disseminate good practices and success factors on long-term work placements for apprentices.

2.2. Description of the activities to be funded / Type of actions

Projects should implement at least the following activities:

1. Prepare and organise apprenticeship trainings for VET learners of a minimum duration of 6 consecutive months and a maximum of 12 which will take place abroad in a Member State of the European Union
2. Identify the candidates for the placement in accordance with the needs of the hosting enterprises and the skills possessed by the apprentices

⁴ Through these Erasmus+ VET mobility projects 2015, 73,5% of VET learners pass or will pass a work placement abroad for less than a month, 26,1% for between one and 6 months, and 0,4% for more than 6 months.

3. Organise induction/welcome sessions and language courses as preparation for, and part of, the apprenticeship experience in the host country
4. Design and develop detailed learning agreements for the work placements of the apprentices, including relevant curricular content with clear learning outcomes
5. Put in place specific activities to facilitate youth integration in the host location thus fostering a sense of European citizenship among the apprentices
6. Ensure that an enterprise or group of enterprises (SMEs or other) is ready and prepared to host and train the apprentices for the entire duration of their stay
7. The project should carry out a thorough assessment and evaluation at different stages of the placement experience, allowing for the identification of success and enabling factors to:
 - the participation of companies and apprentices regarding long-term placements;
 - the integration of long-term mobility experiences in another EU Member State into apprenticeship curricula and the validation and recognition of its learning outcomes, in specific sectors and VET fields;
 - the identification of outstanding obstacles to long-term mobility of apprentices across EU borders
 - the experience of the apprentices' stay abroad (namely: preparation, accompaniment, integration, relevance of the training and skills acquired, sense of European citizenship, foreign language development, quality of the teaching and learning environment including testimonies by the apprentices themselves) and foresee feed-back mechanisms to the Commission.

The grant will not finance the work placements of the apprentices abroad themselves (travel, accommodation, local transport and subsistence of the students abroad) – this support may come from Erasmus+, subject to obtaining a grant under Key Action 1 Mobility for VET Learners, or indeed other sources. Although the implementation of the apprenticeship trainings abroad will not be funded by this pilot project, they should be an integral part of the proposals.

VET learners eligible for mobility:

- Be at least 17 years old at the time of departure abroad
- Those that have the status of apprentice⁵
- Those whose graduation from an apprenticeship has taken place within the last 12 months prior to the signature of the Grant Agreement.

Status of apprentices during the mobility: Participants will be subject to an apprenticeship agreement of the host country giving the participant employee status or employed apprentice status (ideally remunerated); in the absence of this type of contract, the participants will be affiliated to the relevant apprenticeship programme of the host country.

Training and recognition of mobility experience: the apprentice undergoes training in a company in the host country which should be complemented by other learning activities. The learning outcomes of the mobility apprenticeship should be appropriately validated and recognized upon return.

It is encouraged for actions to be developed at local or regional level, so these can focus on company labour demand needs, ensure coherence and help put in place long lasting and sustainable networks for

⁵ Apprenticeships are a particularly successful form of work-based learning, which is based on the following principles: apprenticeships are part of formal education and training programmes and lead to a nationally recognised qualification; apprenticeships combine company-based training (periods of practical work experience at a workplace) with school-based education (periods of theoretical/ practical education in a school or training centre); most often there is a contractual relationship between the employer and the apprentice, with the apprentice being paid for his/her work. Apprenticeships differ from other types of in-company learning, such as internships/traineeships, which are often outside formal education and training programmes, and not linked to recognised qualifications.

further cooperation in the field once EU funding subsidies. In addition, inter-regional cross-border mobility and cooperation in sectors with job and growth potential is particularly encouraged.

This Pilot Project differs from existing instruments such as Erasmus+ which finances the mobility of vocational learners and recent graduates (from which they return home) or EURES and Your first EURES Job which arrange employment across borders for young people, who are then moving to another country with the principal aim of entering the labour market.

2.3. Expected outputs/results

Projects financed under this Call should set out to achieve the following results:

- Develop sustainable cooperation network structures between competent organisations to ensure quality placements of VET learners and apprentices and more generally develop innovative and sustainable schemes to overcome the impediments to VET mobility.
- Improve and develop the linguistic skills of the apprentice in the language of the host country
- Enhance European citizenship through dedicated youth integration activities for apprentices
- Ensure the formal, appropriate validation and recognition of learning outcomes acquired during the placement period of the apprentice

3. TIMETABLE

	Stages	Date and time or indicative period
a.	Publication of the call	29 February 2016
b.	Information day, Brussels	17/03/2016, afternoon
c.	Deadline for submitting applications	15/04/2016
d.	Evaluation period	15/04/ – 15/05/2016
e.	Information to applicants	From June 2016 on ⁶
f.	Signature of grant agreement or notification of grant decision	June/July 2016 ⁷
g.	Starting date of the action/ work programme	After contract signature

3.1. Starting date and duration of the projects

The actual starting date of the action will either be the first day following the date when the last of the two parties signs the grant agreement, the first day of the month following the date when the last of the two parties signs or a date agreed upon between the parties.

Applicants should note that if their project is selected, they may receive the grant agreement after the start date of the action that they have set. It is therefore advisable to number the months in the work programme instead of indicating the name of the months.

⁶ And in any case no later than 6 months after the submission deadline.

⁷ And in any case no later than 3 months after the date of information to applicants

Any expenditure incurred before the signature of the Grant Agreement will be at the applicant's risk.

The overall duration of the action/projects should indicatively be 18 months.

4. BUDGET AVAILABLE

The total budget earmarked for the EU co-financing of actions under this call is estimated at € 1 800 000.

The indicative amount for each grant will be between 100 000 € and 200 000 €.

The Commission reserves the right not to distribute all the funds available.

4.1. Co-financing rate

Under this call for proposals, the requested EU grant may not exceed 85% of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining 15% covered by the applicants' own resources or from other sources other than the European Union budget. Contributions in kind are not accepted.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3(c)
- Applications must be submitted by using the electronic submission system available at <https://webgate.ec.europa.eu/swim> and by sending a signed, printed version of the application form and its annexes by post or courier service (see section 12)

Failure to comply with the above requirements will lead to the rejection of the application.

- Applicants are encouraged to submit their project proposal in English, French or German in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals in all official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English. (see section 14, checklist point 3).

6. ELIGIBILITY CRITERIA

6.1. Eligibility of the applicants (lead and co-applicants)

Proposals must respect the following criteria:

- be submitted by a consortium of at least two nationally accredited VET providers, legally established and registered in two different EU Member States, with the sending organisation acting as lead applicant and the receiving organisation(s), acting as co-applicant(s)

- include as associate organisations⁸ at least one host company - preferably an SME - that is officially registered and that has experience in giving training to VET learners, preferably employing a qualified in-company apprentice trainer

Affiliated entities are not eligible.

Individuals cannot apply for a grant.

Other entities may also participate in the project as associate organisations, for example:

- national/regional/local employers' and employees' organisations respectively social partners
- chambers or other organisations representing sectors or professions
- sector skills councils
- employment services
- economic development agencies
- youth organisations

6.2. Eligibility of proposals

To be eligible, proposals must:

- not benefit from other EU funding for the activities covered by the action and as described in 2.2.;
- seek funding only for activities carried out in EU Member States;

6.3. Eligible activities

The grant will finance the activities indicated in section 2.2 and other additional activities related to the setting up of the mobility action.

The activities 1, 2, 4, 6 and 7 under section 2.2 are considered to be core activities and may not be subcontracted.

Financial support to third parties as defined in point 3 of the Financial Guide is not eligible under this call.

7. EXCLUSION CRITERIA

Applicants (lead and co-applicants) must sign a declaration on their honour certifying that they are not in one of the situations referred to in article 106(1) and 107.1(b) and (c) of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

Only proposals which comply with the requirements of the above eligibility and exclusion criteria will be eligible for further evaluation.

⁸ Associate organisations participate in the action on a non-cost basis, i.e. they are not eligible for funding under the grant. They will nevertheless be expected to provide a letter of commitment with the application (see section 14 – checklist n°5) and their participation must be indicated in the description of the action.

8. SELECTION CRITERIA

The applicant (lead and co-applicant) must have the financial and operational capacity to complete the activity for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for a grant.

8.1. Financial capacity

Financial capacity: applicants (lead and co-applicant) must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary.

The financial capacity of the applicant (lead and co-applicant) to carry out the action must be confirmed by the submission in the proposal of the following items:

- Declaration on honour (including financial capacity to carry out the activity) (see section 14, checklist point 4);
- Annual balance sheets and profit and loss accounts for the last financial year available (see section 14, checklist point 17);
- Profit and loss accounts and balance sheet summary using the template provided in SWIM and signed by the legal representative (see section 14, checklist point 18).

The ratio between the total assets in the applicant's balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form should be greater than 0.70 (see section 14, checklist point 18).

The verification of financial capacity will not apply to public bodies.

8.2. Operational capacity

Operational capacity: applicants must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it. In that sense, being holder of the VET Mobility Charter will be considered as proof of having the necessary operational capacity. Applicants without the VET Mobility Charter must have a strong track record of competence and experience in the field and in particular in the type of action proposed. In particular, they must:

- Have demonstrable experience of having already carried out and financed work placements abroad for VET learners in companies

The operational capacity of the applicant (lead and co-applicant) to complete the proposed action must be confirmed by the submission in the proposal of the following items:

- Where available, list of the main projects relating to the subject of the call carried out in the last three years (see section 14, checklist point 15);
- The CVs of the proposed project co-ordinator and the persons who will perform the main tasks, showing all their relevant professional experience (see section 14, checklist point 13);
- A declaration by the legal representative of the lead applicant certifying the competence of the team to carry out the required tasks (see section 14, checklist point 14);

- Declaration on honour (including operational capacity to carry out the activity) (see section 14, checklist point 4)
- Letters of commitment: written confirmation from co-applicants, that they are willing to participate in the project with a brief description of their role and financial contribution as applicable; written confirmation from associate organisations that they are willing to participate in the project with a brief description of their role (see section 14, checklist point 5);
- Copy of the VET Mobility Charter, where available (see section 14, checklist point 16).

Proposals which do not comply with the above selection criteria will be rejected.

9. AWARD CRITERIA

(1) ***Relevance of the proposal to the priorities, objectives and expected results*** (max. 25 points)

The capacity of the consortium to engage in sustainable long-term learning agreements, ideally going beyond the duration of the project life;

The capacity to identify companies/SMEs for, and to actively involve them in, the hosting of apprentices during their mobility;

Proposals that target primarily apprentices aspiring to vocational qualifications below level 6 of the European Qualifications Framework and that allow for formal recognition of learning outcomes are highly relevant.

The capacity of the consortium to enhance European citizenship through dedicated youth integration activities for apprentices

(2) ***Quality of the project design and implementation*** (max. 35 points)

Overall methodology for implementing the project, including a detailed work plan between the main applicant and the rest of the participating organisations including (preparation, distribution of tasks, staff allocation);

Description of the criteria and procedure to be used for selecting the participants for the mobility experience; quantifying the planned number of participants per vocational field and referring to learning agreements with clear learning outcomes, including inter alia: number of hours and contents of the work placement abroad and coaching of the apprentice by the VET provider and by the company;

Specification in the proposal of all legal and administrative details concerning the training contract to be established with the end beneficiary (i.e apprentice) in relation to social protection provisions, legal and medical cover during the stay abroad, accommodation, allowances, tutoring etc.;

Clear definition and outline of the induction/welcome sessions and language course provision that will prepare for, and form part of, the apprenticeship experience in the host country, as well as integration and European citizenship related activities;

Detailed explanation of how the learning outcomes from the mobility experience will be recognised in the country of origin under application of EQAVET and ECVET-principles;

(3) ***Dissemination and potential impact*** (max. 25 points)

Targetting trans-national networks of regions, sector-based trans-national networks of enterprises or networks along supply chains to ensure good expertise in the respective professional fields and thus impact is highly relevant;

Development of an evaluation methodology to assess the impact of the mobility experience, the obstacles and success factors on participants and participating organisations during and after the project lifetime.

The appropriateness and quality of means, channels and measures aimed at disseminating the outcomes of the project within and outside the participating organisations.

(4) ***The financial quality of the proposal including a reasonable and realistic budget, as well as its sound cost-efficiency ratio*** (max 15 points).

With consideration to the budget available for this call for proposals, the proposals with the highest evaluation scores will be selected for award, **on condition that they reach at least 70% of the maximum possible mark and at least 50% of the maximum possible mark for each criterion.**

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

The 2 copies of the original agreement must be signed by the beneficiary and returned to the Commission immediately. The Commission will sign it last.

A model Grant Agreement is published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants and the model Grant Agreement, both published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and sent by the deadline set out under section 3c.

No modification to the proposal is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process.

The procedure to submit proposals is laid out in point 14 of the "Financial Guidelines for Applicants". Before starting, please read carefully the SWIM user manual:

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

Once the application form is filled in, applicants must submit it both electronically and in hard copy, before the deadline set in section 3c above.

The hard copy of the proposal must be duly signed and sent in duplicate (one marked “original” and one marked “copy”), including all documents listed in section 14, by the deadline (the postmark or the express courier receipt date serving as proof) to the following address:

European Commission
Call for proposals VP/2016/010 – DG EMPL.E.3
Rue Philippe Le Bon 3 – 06/49A
B-1049 Bruxelles - BELGIUM

Please send your proposal by registered mail or express courier service only. Proof of posting or express courier receipt should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

Hand-delivered proposals must be received by the European Commission before 4 p.m. on the last day for submission at the following address:

European Commission
Service central de réception du courrier
Call for proposals VP/2016/010 – DG EMPL.E.3
Avenue du Bourget, 1
B-1140 Evére

At that time the Mail Service will provide a signed receipt which should be conserved as proof of delivery.

If an applicant submits more than one proposal, each proposal must be submitted separately.

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission.

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be taken into consideration.

13. CONTACT AND PRACTICAL PROCEDURES

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the objectives and priorities of the present call.

All enquiries must be made by e-mail only to:

empl-vp-2016-010@ec.europa.eu

For technical problems please contact: empl-swim-support@ec.europa.eu

Questions may be sent by to the above address no later than 10 days before the deadline for the submission of proposals. The Commission has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ in EN) at regular intervals on the Europa website: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website. It is therefore advisable to consult the above mentioned website regularly in order to be informed of the questions and answers published.

Applicants will be informed in writing about the results of the selection process. Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the beneficiaries.

An **information day** for potential interested applicants will be held in the premises of the European Commission on **March 17 from 13:00 to 15:00**: rue Philippe Le Bon, no.3, B-1000 Brussels, Belgium. Should you wish to participate, please contact us via the functional mailbox by 10 March 2016 cob: empl-vp-2016-010@ec.europa.eu

The Commission cannot reimburse any costs related to participation in the aforementioned information session.

14. SUPPORTING DOCUMENTS

The table below includes the documents that must be provided on submission of the proposal. It also indicates where originals are required. We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

Proposals must be submitted using application forms which are automatically produced via the SWIM submission tool (see section 12 above).

While some information must be supplied using the templates available in the SWIM, other documents may need to be completed and/or attached electronically, usually either administrative documents or free format text descriptions. The SWIM application indicates in each section where SWIM templates should be used as well as which and where free format documents can be uploaded electronically.

At the submission of the application, **copies of the signed originals** will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because **originals** may have to be submitted for

certain documents at a later stage. **If the lead applicant fails to submit these original documents within the deadline given by the Commission, the proposal will be rejected for lack of administrative compliance.**

Regarding the compilation of the application file, it is recommended that the applicant:

- 1) follows the order of documents as listed in the checklist (and attach a ticked checklist as below to the proposal);
- 2) prints the documents double-sided;
- 3) Uses 2-hole folders (do not bind or glue).

CHECKLIST for required documents

This table includes the documents that must be provided for the proposal to be eligible and where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. **Notes:** highlighted documents do not need to be provided by public entities. Documents marked with * are obligatorily to be attached online in SWIM as well.

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party		
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed and dated by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2016/010/) – free format	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online + 2 hard copies	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and send by hard copies as foreseen in Section 12. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Executive summary in EN	Executive summary in EN(maximum 2 pages), if required – free format	✓	--	--	--	--	<input type="checkbox"/>
4	Declaration on honour*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative.	✓	✓	--	--	✓	<input type="checkbox"/>
5	Letter of commitment*	The template is available in SWIM and must explain the nature of the organisation's involvement and specify the amount of any funding provided (co-applicants), the nature of the organisation's involvement (associate organisations) and the amount of any funding provided (third parties) . The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative.	--	✓	✓	✓	✓	<input type="checkbox"/>
6	Letter of mandate*	The template is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
7	Legal entity form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative.	✓	✓	--	--	✓	<input type="checkbox"/>
8	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity).	✓	✓	--	--	--	<input type="checkbox"/>
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
10	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	<input type="checkbox"/>
11	Financial identification form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed and dated by the <u>account holder</u> and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓	<input type="checkbox"/>
12	Description of the action*	The template is available in SWIM which must be duly completed and submitted electronically together with the online submission form and on paper as well. The document should be submitted in English, French or German,, (must include names and explanation of roles of associate organisations and, where appropriate, identification of and justification for any foreseen subcontracting)	✓	--	--	--	--	<input type="checkbox"/>
13	Curricula vitae of key staff	Detailed CVs of the person responsible for managing the action (named in section A.3 of the online application form) and the persons who will perform the main tasks (for which the costs are included under "Management/Coordination" under "Heading 1 – Staff costs" of the budget in the on-line application form). The CVs should indicate clearly the current employer. –	✓	✓	✓	--	--	<input type="checkbox"/>
14	Declaration certifying the competence of the project team	Declaration of the project manager/coordinator certifying the competence of the complete project team to carry out the required task and demonstrating operational capacity. It should include a job specification of the project manager and the persons (from lead applicant, co-applicants and affiliated entities) performing the main task, with a brief description of their outputs related to the subject of the proposal. – free format	✓	--	--	--	--	<input type="checkbox"/>
15	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call and other than those already indicated in the SWIM online application form (section D.3) – free format	✓	✓	✓	--	--	<input type="checkbox"/>
16	VET Mobility Charter, where available	Copy of Charter to be provided if available	✓	✓				
17	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	<input type="checkbox"/>
18	Simplified balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative	✓	✓	--	--	✓	<input type="checkbox"/>