Swiss Programme for Erasmus+   
Call 2022

Grant application for Swiss (associated)

participation Alliances for Innovation

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| **Information concerning the project** | | | | | |
| Project title: | |  | | | |
| Key action: | | Please choose | | | |
| Field of education: | | Please choose (in accordance with application to European Education  and Culture Executive Agency EACEA ) | | | |
| **General information on the applicant** | | | | | |
| Institution: |  | | | | |
| Adress: |  | | | | |
| Legal status: |  | | | | |
| Charter No. LLP (concerns the Erasmus programme): | | | |  | |
| **Legal representative** | | | | | |
| Last name: |  | | First name: | |  |
| Title: |  | | Function: | |  |
| Telephone: |  | | E-mail: | |  |
| **Contact** | | | | | |
| Last name: |  | | First name: | |  |
| Title: |  | | Function: | |  |
| Telephone: |  | | E-mail: | |  |
| **Coordinating institution under the project agreement** | | | | | |
| Institution: |  | | | | |
| Address: |  | | Town: | |  |
| Country: |  | | E-mail: | |  |
| **Duration of project as per project agreement (in accordance with EACEA application)** | | | | | |
| Start (day/month/year): | | | DD.MM.YYYY | | |
| Finish (day/month/year): | | | DD.MM.YYYY | | |
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Project summary

Max. 2 pages for questions 1 to 3.

1. General objectives of the project

Describe the objectives of the EU project in which you would like to participate. Background and goals of your project; description of activities; what are the intended results and impact? The summary will be publicly accessible if your project is funded. Please formulate your text accordingly clear and understandable

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1. Participation of the Swiss institution in the EU project

Describe the needs of the Swiss institution in connection with the EU project. What challenges will your participation address? Describe all activities in which you will take part in the EU project. Also describe the activities for which you are responsible

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1. Area of activity and experience of the Swiss institution

Describe the activities and experience of your institution that are relevant to the project.

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1. Relevance of project to cantonal and federal education policy objectives

Explain the extent to which this project and your participation will make a contribution to the achievement of the education goals of the federal government and/or the cantons: [Botschaft zur Förderung von Bildung, Forschung und Innovation in den Jahren 2021-2024](https://fedlex.data.admin.ch/filestore/fedlex.data.admin.ch/eli/fga/2020/866/de/pdf-a/fedlex-data-admin-ch-eli-fga-2020-866-de-pdf-a.pdf) (in German). For additional information, please see also our website www.movetia.ch **(Max. 1 page)**

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1. Results

What results are to be expected? Describe the planned products and results. **(Max. 1 page)**

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1. Impact of the project

Describe the impact that the project will have on your institution/organisation, Switzerland/your region, the participants and other relevant areas. Distinguish between national, regional and local impacts.

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1. Project management and implementation

Provide details on the planned approach to project management: How will you ensure adequate budget control and time management in your project? How do you monitor the progress, quality and results of the project activities? How do you evaluate the extent to which the project has achieved its objectives? What indicators do you use to measure the quality of project results?

Please submit a Work plan of activities (Work Packages) and a timetable with the Milestones related to the Swiss participation. These must be submitted together with the activity plan and timetable of the EU application.

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1. Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe shortly their tasks.

Name, Function, Organisation, Role, Professional profile and expertise

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1. Dissemination of the project results and outcomes

How (in which form), via which channels and how often are the project results disseminated? At which target group are they aimed? How will you reach the target groups? How do you plan to disseminate the project results in the long term?

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Requested Funds

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| **Project Management** | Number of working days | CHF per day |
| Project Management (meetings, coordination, project monitoring, evaluation, financial management etc.) |  | 310 |
| **Implementation** | | |
| Researcher, Teacher, Trainer |  | 300 |
| Technician |  | 236 |
| Administrative staff |  | 195 |
| **Total** |  |  |

Please explain the planned activities (Work Packages).

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| **Cross-border Meetings** | Number of CH participants | Total costs per meeting (max. 800 CHF per participant) |
| Topic/City/Date *(Example: “Aspects of Inclusion”/Paris/23.04.2022)* |  |  |
| Topic//City/Date |  |  |
| Topic//City/Date |  |  |
| (you can add more rows) |  |  |
| … |  |  |
| **Total** |  |  |

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| **Transnational Mobility Activities (Staff)** | | | |
| Number of Participants | Flat-rate travel allowance  (CHF 400 per part.) | Daily rate per part.  1st-14th day: CHF 125  15th-60th day: CHF 85 | **Total** |
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| **Total** |  |  |  |

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| **Transnational Mobility activities (students, learners)** | | | |
| Number of Participants | Flat-rate travel allowance  (CHF 400 per part.) | Daily rate per part.  1st-14th day: CHF 70  15th-60th day: CHF 50 | **Total** |
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| **Total** |  |  |  |

Give reasons for the budget items for which you have applied.

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| **Dissemination Events** (max. CHF 15,000) | | | | | | |
| Multiplier event (place and date)\* | Topic | Number of local participants | Total Costs (CHF) 125.00 par participants | Number of international participants | Total Costs (CHF) 250.00 par participants | Total |
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| **Total** |  |  |  |  |  |  |

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| **Support for special needs** | Applied for by CH partner |
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Budget summary

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| Budget Items | Total |
| Project Management |  |
| Implementation |  |
| Crossborder Project Meetings |  |
| Transnational mobility |  |
| Dissemination Events |  |
| Virtual Dissemination Events |  |
| Inclusion (flat amount)  Support for special needs (actual costs) |  |
| **Total amount requested (in CHF)** |  |
| **Total costs of the European project (in EUR)** |  |
| Number of official partner institutions (excluding the Swiss partner institution) |  |
| Average contribution per partner institution  as part of the European project (in EUR) |  |

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,**

request from the Movetia a grant for the activities applied for in this application form.

**Declare that:**

* all information contained in this application is correct to the best of my knowledge.
* the organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

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

OR

The organisation I represent is considered to be a "public body" 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 acknowledge that similar or identical proposals will be subject to a special evaluation to eliminate the risk of financing the same project twice. I further acknowledge that Movetia reserves the right not to finance any similar or identical proposals.

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

**Certify that:**

The organisation I represent:

* is not bankrupt, being wound up, or having its affairs administered in this regard 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, neither is it in any similar 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 ‘res judicata’ judgment;
* has not been guilty of grave professional misconduct proven by any means which Movetia 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 in which the grant agreement is to be performed;
* has not been the subject of a ‘res judicata’ judgment for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

**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 of any of the statements certified above, or in the following situations:

* subject to a conflict of interest (for family, personal or political reasons 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 Movetia as a condition of participation in the grant award procedure, or having failed to supply this information.

In the event of this application being approved, Movetia 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.

**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.**

**Signature**

I, the undersigned, certify that the information contained in this Application Form is correct to the best of my knowledge.

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| Place, date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of applicant organisation: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Stamp: |  |

Please send the **project proposal, including the required annexes**, in accordance to the field of education you will submit it:

**Higher Education:** highereducation@movetia.ch

**Vocational Education:** [berufsbildung@movetia.ch](mailto:berufsbildung@movetia.ch)

Budget information

**The following generally applies:**

* Explain why and for what purpose you need the budget items applied for (relationship between activity and funding amount). Explain any differences compared with your project partners’ budget items (e.g. if you are applying for an additional activity or a higher amount).
* **Proportionality**: The contribution of the Swiss partner must be proportional to the planned activities and to the overall partnership.
* **Flat-rate amounts**: To ensure the greatest possible continuity and minimise the administration involved, the flat-rate amounts defined under Erasmus+ will largely be adopted.
* The **funding** will be paid **in CHF**.

Checklist

* All fields have been completed.
* The project proposal has been completed in one of the following languages: German, French, Italian or English.

**Documents to be enclosed (annexes):**

**Important**: Please note that **additional annexes** must be included **alongside this project proposal** in order for your project to be approved. In case you are not able to provide the following compulsory annexes, please contact immediately the team in charge.

* **Copy of the full project proposal** which was submitted by the coordinator to the Education, Audiovisual and Culture Executive Agency (EACEA).
* **Copy of the grant award notification**: Written notification from the Education, Audiovisual and Culture Executive Agency (EACEA) that the project has been approved (if this has not been received by the submission deadline, your application will still be considered but no contract can be issued until the official notification has been received).
* **Confirmation in writing from the project coordinator** that the Swiss partner can take part in the project.
* Legal entity form (DE: ”Privatgesellschaft“ or ”öffentlich-rechtliche Einrichtung“) (does not apply to projects submitted by higher education institutions)
* **Financial form** (DE)

**Only for private entities**

* Extract from the Commercial Register or association by-laws
* Profit and loss account
* Closing balance sheet

Detailed information on Swiss participation in European projects can be found at [www.movetia.ch](https://www.movetia.ch/).