



EUROPEAN COMMISSION
Directorate-General for Education and Culture

Culture, Audiovisual Policy and Sport
Culture: policy and framework programme

GRANT APPLICATION FORM 2005
Call for applications - Budget heading ABB 15 04 02 01
“CULTURE 2000” FRAMEWORK PROGRAMME IN SUPPORT OF CULTURE

Introduction

Before completing this application form, please ensure that you have read and understood the specifications. It may be useful to consult a copy of the specifications while completing your application.

In particular, you will need to make sure that you provide all evidence and fulfil all conditions required under the new financial regulations of the European Commission. In this context, please carefully follow the application checklist when compiling the application.

In order to apply for a grant, please complete the application form and attach the required annexes at the end. Do not attach documents other than those requested in the specifications. Additional documents will not be considered and will not be returned.

Applications must be typed. **Hand-written applications will not be accepted.**

After filling in the application form, check that it is dated and signed. Submit the original and one copy to the following address:

European Commission
Policy development in the cultural sphere - Culture 2000 Framework Programme
B-100 - Office 5/21
B - 1049 Brussels
Belgium

Should there be any changes in your contact details at any moment during the selection procedure, please communicate it immediately to the same address, clearly indicating your project reference number.

Any applications faxed or sent by e-mail will not be accepted.

GENERAL THEME(S) ADDRESSED: For all projects: please tick the appropriate box(es) to indicate which general theme(s) your project addresses.

ANNUAL PROJECTS: Please tick the relevant box to indicate the cultural field under which your project should be considered for funding (Cultural Heritage, Performing Arts, Visual Arts, Translation, Books and Reading or Projects in third countries.. **Tick one box only**).

MULTIANNUAL COOPERATION AGREEMENT PROJECTS: Please tick the relevant box to indicate the cultural field under which your project should be considered for funding (Cultural Heritage, Performing Arts, Visual Arts or Books and Reading. **Tick one box only**).

GENERAL THEMES:

Please tick the theme(s) relevant to your project.

Addressing the citizen

New technology/media addressing creativity

Tradition and innovation; linking the past and the future

ANNUAL COOPERATION PROJECTS

One-year specific, innovative and/or experimental actions and translation projects

Please tick the cultural field under which your project should be considered for funding. You must only tick ONE field.

CULTURAL HERITAGE

VISUAL ARTS

PERFORMING ARTS

BOOKS AND READING

TRANSLATION

Please tick the action relevant to your project. You must only tick ONE action.

Translation of literary works (fiction) written by European authors since 1950

Translation of works on the subject of European human sciences

CULTURAL COOPERATION PROJECTS IN THIRD COUNTRIES

[Cultural co-operation projects which take place in a country that is not participating in the Culture 2000 programme]

MULTIANNUAL COOPERATION AGREEMENT PROJECTS

**Please tick the cultural field under which your project should be considered for funding.
You must only tick ONE field.**

CULTURAL HERITAGE

VISUAL ARTS

PERFORMING ARTS

BOOKS, READING AND TRANSLATION

APPLICATION CHECK-LIST

No	Document	Number of copies	Yes
1	Application form (including detailed budget estimate) dated and signed	2	
2	Acknowledgement of receipt indicating your address	1	
3	Declarations by the project leader and the co-organisers, with precise indication of their practical and financial contributions, bearing original signatures	2	
4	Signed declarations by co-funding institutions (see II. 9), if applicable.	2	
5	Annex 1: An official proof of the project leader's and co-organisers' legal status, e.g. officially registered articles of association or statutes (with the exception of public bodies)	1	
6	Annex 2: CVs of the person in charge of overall co-ordination of the project (project leader) and of the co-organisers' staff responsible for the project	1	
7	Annex 3: Recent activity reports of the project leader and co-organisers	1	
8	Annex 4: Approved accounts for the last financial year for the project leader and the co-organisers (except where the organisation is a public body or has just been established - in which case approved accounts to date are sufficient).	1	
9	Annex 5: Any material to support the application (e.g. relevant publications, programmes, images, drawings, examples of artists' works etc.)	1	
10	Annex 6: (translation projects only) : copy of the original book	1	
11	Annex 7: (translation projects only) : copy of the contract covering translation rights	1	
12	Annex 8: (translation projects only) : copy of the contract between the publisher and the translator	1	
13	Annex 9: (translation projects only) : breakdown of the total publishing costs, clearly showing the translation costs	2	
14	Annex 10: (translation projects only) : CV of the translator	1	
15	Annex 11: (translation projects only) : signed and dated undertaking from the publisher that the name of the translator and the support provided by the Community will be clearly indicated in the translated work	1	
16	Annex 12: (multiannual cooperation agreements only) : text of the cooperation agreement in a legal form recognised in one of the countries participating in the programme and signed by all partners	1	
17	Annex 13: (grant requests exceeding 300.000 €only) : external audit report for the applicant organisation, produced by an approved auditor (with the exception of public bodies)	1	
18	Annex 14 (only for cultural heritage projects involving work on listed or classified heritage) : permit/certificate issued by the competent authorities confirming that the organisations concerned are authorised to carry out the work planned	1	
19	Bank ID form signed by the project leader and their bank	1	
20	Legal Entity form signed together with relevant documents	1-3	

PART I: Information on the applicant organisation

1.1 Name of organisation and acronym/abbreviation:

1.2 Legal status¹: Private Public

1.3 Registration number²:

1.4 Date of establishment:

1.5 Address: Street:
Postcode:
Town/city:
Country:

1.6 Tel. (including country and area codes):

1.7 Fax (including country and area codes):

1.8 E-mail:

1.9 Permanent staff employed by the organisation (number):

1.10 Legal representative (*person authorised to sign an agreement with the Commission*):

Surname:

Forename:

Position:

1.11 Contact person/project manager (*person responsible for the general coordination of the work programme*)³:

Surname:

Forename:

Position:

1.12 Person responsible for financial matters:

Surname:

Forename:

Position:

¹ A public body is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

² In Annex 1, please attach an official proof of the legal status of your organisation, e.g. officially registered articles of association or statutes (private organisations only)

³ In Annex 2, please attach a CV

1.13 Structure of the applicant organisation⁴

- Describe the structure of your organisation (independent association, federation, etc.)

1.14 Organisation's usual sources of finance⁵

1.15 Experience in the sector to which this application relates

1.16 Previous experience in cooperation with other organisations in other countries participating in the programme

⁴ In Annex 3, please submit a recent activity report for your organisation

⁵ In Annex 4, please submit the official accounts for the last financial year – except where the organisation has just been established or is a public body. If the organisation has just been established, attach approved accounts to date.

1.17 Financial support previously obtained directly or indirectly from a European institution or Community body during the past three years (where applicable and including one-year projects or multiannual cooperation agreement projects funded by Culture 2000)⁶

Please give details of each grant obtained:

Community programme or budget heading	Project title	Year and contract reference number	Grant amount

(Add a further A4 page if necessary)

1.18 Has your organisation submitted, or does it intend to submit, a grant application for this project or another project in the same sector to another Commission department? (Please specify the DG, the programme or initiative concerned, and the result of your application)

If yes, please sign the following declaration:

I am fully aware that my organisation is not entitled to receive more than one grant from the Commission for the action covered by this application and will therefore withdraw any other application for any other grant from the Commission should this application be successful, or will withdraw this application should any other application be successful.

Date: _____ Signature: _____

⁶ Failure to mention all sources of grants obtained up to the date of submission of this application will automatically invalidate your application

PART II

(This part does not concern applications for translation projects)

Information on the project for which you are requesting a grant

In Annex 5, please attach any material that could help to support the application, illustrate the project and allow a more thorough evaluation of the project and its organisers.

II.1 Title of the project

II.2 Description of the project in ENGLISH (compulsory) AND either FRENCH or GERMAN. This description should under no circumstances be longer than 1-2 A4 pages and 1 000 words.

Please provide a concise and clear summary that includes information on all of the following points:

- What activities are planned?
- Where and when will these take place, and how long will they last?
- What are the objectives of the project and how will these be achieved?
- What results are anticipated on a long-term basis?
- How will the co-organisers co-operate in the implementation of the project?
- What is the added value of the co-operation on a European level?
- Who will benefit from the project?

II.3 Detailed description of the activities for which financial support is requested

Please attach a precise programme of the activities planned under your project. For each activity, please provide on **one** separate sheet (to be attached to this form) a description of the activity itself, its objectives, the involvement of the co-organisers, the target group, an indicative timetable, and the expected results.

Please also list any subcontracting bodies involved in your project and indicate under which budget heading you have entered costs related to the activities to be implemented by these bodies.

II.4 Who are the co-organisers that will be involved in the project?

Names of co-organisers at local or regional level	Role of co-organiser in the conception of the project	Role of co-organiser in implementing the project	Financial participation (minimum 5% of total eligible budget) Indicate amount in Euro
Names of co-organisers at national level	Role of co-organiser in the conception of the project	Role of co-organiser in implementing the project	Financial participation (minimum 5% of total eligible budget) Indicate amount in Euro
Names of co-organisers in other countries eligible for participation in the Culture 2000 programme	Role of co-organiser in the conception of the project	Role of co-organiser in implementing the project	Financial participation (minimum 5% of total eligible budget) Indicate amount in Euro

Add a page if necessary

II.5 Who are the partners that will be associated with the project?

Names of partners at local or regional level
Names of partners at national level
Names of partners in other countries eligible for participation in the Culture 2000 programme

Add a page if necessary

II.6 Project implementation programme

Project starting date⁷: day month year
Project finishing date⁸: day month year

Detailed timetable for implementation of the work programme

Month	Action(s)	Anticipated cost in €

II.7 Project location(s):

⁷ If you do not specify these dates your application will not be considered. The project must start before 15 November 2005. The period of eligibility of expenditure for activities will, except as described below, be no earlier than the signature of the grant agreement by the Commission, which is expected to be 1 May 2005. A grant may be awarded for an action that has already begun only where the applicant can demonstrate the need to start the action before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred before 1 May 2005 or before the signature of the agreement, whichever is the earlier.

⁸ Expenditure incurred after this date will not be eligible, unless specifically authorised by the relevant Commission departments.

II.8	Estimated total cost of the project:	€
	Commission grant requested:⁹	€
	Other sources of funding already secured:¹⁰	€
	Other sources of funding pending:¹¹	€
	Self-financing by the applicant organisation (project leader):	€
	Financial contributions by each of the co-organisers:	€
	Income generated by the project:	€

II.9 Other sources of funding
(Where applicable, excluding Community grants and co-organisers' contributions)

Please list all sources of funding and for each co-funding institution, a written statement signed by the institution must be provided. Please use the declaration form on the following page.

II.10 Other information

Please provide any additional information that you feel should be taken into consideration by the Commission.

⁹ For annual projects the Commission grant requested must not be more than 50% of the total estimated cost of the project and it must be at least €50,000 but not more than €150,000 . For multi-annual cooperation projects the Commission grant requested must not be more than 60% of the total estimated cost of the project and it must be at least €50,000 but not more than €300,000 per year.
If the amount of the requested funding exceeds €300.000 in total, private organisations must also attach in Annex 13 an external audit report for the applicant organisation, produced by an approved auditor.

¹⁰ You must provide written confirmations for all sources of funding that are included in the provisional budget – see also II.9..

¹¹ You must provide written confirmations for all sources of funding that are included in the provisional budget – see also II.9..

Declaration by Co-funding Institution

(To be copied for and completed by each co-funding institution)

Name of the institution (legal name in full):

Address:

Street:

Postcode:

Town/city:

Country:

Contact person within the co-funding institution:

Name:

Title or position:

Telephone:

Fax:

E-mail:

Amount (in Euro) which the co-funding institution has undertaken to contribute to the activity in question:€

Name of the cultural operator receiving the funds:

Explanations, if a final decision on co-funding has not yet been taken:

Date

Signature

Official stamp

Declaration by the project leader

My organisation is a public private organisation
(please tick as appropriate)¹².

My organisation is able unable to recover VAT
(please tick as appropriate).

On behalf of my organisation, I hereby declare my agreement to the basic conditions set out in the call for proposals and specifications. Furthermore, the role of my organisation in conceptual, implementation and financial participation terms is as follows:

Conceptual role (brief description):

Implementation role (brief description):

Financial participation, amount in €

(Min. 5% of the total budget, no contributions in kind)

I declare that the information given in this application is correct and that I am not withholding, in full or in part, any information from the Commission. I also declare that my organisation, I myself, and our partners will comply with and abide by these basic conditions and that we will cooperate fully with the European Commission for the purposes of supervision of activities.

Should my application be selected, I hereby undertake to refer clearly to the Community funding awarded on all possible occasions, whether public or not and whether official or not, and in all information material. If selected, I agree to let the Commission publish the details of the project (including the organisations address) on the Europa web site.

Name of applicant organisation (project leader):

Name of the organisation's representative signing the application:

Position:

Date:

Place (address, including country):

Signature:

Official stamp

¹² A public body is considered as any body, any part of whose costs are financed from the state budget as of right, by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

Declaration by co-organisers
(This page must be copied for and completed by each co-organiser)

My organisation is a public private organisation
(please tick as appropriate)¹³.

My organisation is able unable to recover VAT
(please tick as appropriate).

On behalf of my organisation, I hereby declare my agreement to the basic conditions set out in the call for proposals and specifications. Furthermore, the role of my organisation in conceptual, implementation and financial participation terms is as follows:

Conceptual role (brief description):

Implementation role (brief description):

Financial participation, amount in €

(Min. 5% of the total budget, no contributions in kind)

I declare that the information given in this application is correct and that I am not withholding, in full or in part, any information from the Commission. I also declare that my organisation and I myself will comply with and abide by these basic conditions and that we will cooperate fully with the European Commission for the purposes of supervision of activities.

Name of organisation (co-organiser):

Address: Street: N°:
Postcode: Town/city: Country:
Tel. **Fax**
(including country and area codes) (including country and area codes)

E-mail:

Name of the organisation's representative:

Position:

Date:

Signature:

Official stamp

¹³ A public body is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

Private organisations must join an official proof of the legal status of their organisation e.g. officially registered articles of association or statutes in Annex 1, and the approved accounts for the last financial year in Annex 4. All organisations must join a CV of the person in charge of the project in Annex 2 and a recent activity report in Annex 3.

PART III

BUDGET

1) – Please note that it is essential, wherever required in the various sections of the budget (e.g. Section 3 - Travel expenses and subsistence costs relating to the project), to submit annexes and detailed calculations for any amount exceeding 5000 Euro. These annexes are an integral part of the budget.

N.B.: costs for administrative and co-ordinating staff, see I. Expenditure - Section 1 (a+b+c) of the budget form, must not exceed 20% of the total direct expenditure, i.e. Sections (3)+(4)+(5)+(6).

2) – The bank identification form must be submitted duly signed by the account-holder as well as by the bank.

Bank Details:

Please insert the relevant bank identification form for your country, which you will find at the following Internet address:

http://europa.eu.int/comm/culture/eac/how_particip2000/pract_info/form_en.html

The form needs to be stamped and signed by the account holder and by a representative of the bank.

Legal entity details:

Please insert the relevant legal entity identification form for your country, which you will find at the following Internet address:

http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm#ELENFR

This legal entity form should be returned together with:

PRIVATE ORGANISATIONS:

* A copy of any official document (e.g. official gazette, register of companies, etc.) showing the contractor's name and address and the registration number given by the national authorities;

* A copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above.

PUBLIC ORGANISATIONS:

* a copy of the resolution, law degree or decision establishing the entity in question

* or failing that, any other official document attesting to the establishment of the entity

I. EXPENDITURE

1. Staff (administration and coordination)

These costs must not exceed 20% of the total amount of all other direct expenditure, i.e. Sections (3)+(4)+(5)+(6)

Estimated total budget	Total actual expenditure
------------------------	--------------------------

This column to be completed only when submitting the statement of expenditure

a) Category A (*project manager, administrator, expert, consultant, etc.*)

Function in the project	Number of persons	Total N° of days	Amount in Euro per day	TOTAL		
Total				Total (a) category A		

b) Category B (*assistance functions, etc.*)

Function in the project	Number of persons	Total N° of days	Amount in Euro per day	TOTAL		
Total				Total (b) category B		

Estimated total budget	Total actual expenditure
------------------------	--------------------------

c) Category C (*secretaries, etc.*)

Function in the project	Number of persons	Total N° of days	Amount in Euro per day	TOTAL		
Total				Total (c) category C		
Total section 1 (items a+b+c)						

2. General expenditure (office supplies, consumables, depreciation of computer equipment corresponding to the duration of the action)

NB: only the beneficiary's own costs directly incurred in implementing the project may be included in this section, -up to a maximum of 7% of the total amount of direct expenditure (sections 1, 3, 4, 5 & 6).

Total section 2		
------------------------	--	--

3. Travel expenses and subsistence costs for administrative staff in connection with implementation of the project

- Travel expenses and subsistence costs for participants in conferences or seminars organised as part of the project should be entered in section 5c1-5c3 of the form.
- Travel expenses and subsistence costs directly linked to project activities should be entered in section 6h
- Please indicate in Annex A:
 - the detailed calculation method for all amounts exceeding €5000
 - the places of departure and destination and the dates of the planned journeys.

Estimated total budget	Total actual expenditure
------------------------	--------------------------

a) Travel

Number of persons	Total N° of journeys	Mode of transport	Average cost per journey	TOTAL
Total (a) travel				

b) Subsistence (accommodation and meals)

Number of persons	Total N° of days	Average cost per day	TOTAL
Total (b) subsistence			
Total section 3 (items a+b)			

4. Production, communication and dissemination costs

- Details of the calculation method for all amounts exceeding €5000 should be given in Annex B.

- NB: do not include administrative staff expenditure under this heading.

Estimated total budget	Total actual expenditure
------------------------	--------------------------

a) Production costs
(publications, books, CD-ROMs, videos, Internet, etc.) (1)

Total (a) production		
----------------------	--	--

(1) Please give details of the content

b) Translation costs
(please take account of the ceiling: maximum €1.67 per line)

Total (b) translation		
-----------------------	--	--

c) Distribution costs (mail, postage, packaging, etc.)

Total (c) distribution		
------------------------	--	--

d) Dissemination costs (advertisements, promotion, press, etc.)
please specify:

.....
.....

Total (d) dissemination		
-------------------------	--	--

Total section 4 (items a+b+c+d)		
--------------------------------------------	--	--

5. Costs in connection with conferences, seminars and meetings

Details of the calculation method for all amounts exceeding €5000 should be given in Annex C.

Estimated total budget	Total actual expenditure
------------------------	--------------------------

a) Premises hire

Total (a) premises hire		
-------------------------	--	--

b) Equipment hire

Total (b) equipment hire		
--------------------------	--	--

c) Travel expenses / subsistence costs for participants and speakers

Origin	Total number of persons
European Commission	
Other institutions, agencies and official bodies of the European Union (e.g. Council, European Parliament)	
Country in which the conference/seminar is being held	
Other EU Member States (a)	
Other EFTA/EEA countries (Iceland, Liechtenstein, Norway) (a)	
Other countries (a)	
Total number of persons	

Before breaking down the costs under headings (c1), (c2) and (c3), please enter in this table precise details of the expected number and origin of conference participants and speakers.

(a) Please give the expected number of persons *per country* in Annex D

Estimated total budget	Total actual expenditure
------------------------	--------------------------

c1) Travel expenses of conference participants and speakers

- **Please indicate in Annex C:**

- the detailed calculation method for all amounts exceeding €5000
- the places of departure and destination and the dates of the planned journeys

- **Do not include European Union officials**

Number of persons	Total N° of journeys	Mode of transport	Average cost per journey	TOTAL		
				Total (c1) travel		

c2) Local transport

- **Please indicate in Annex C:**

- the detailed calculation method for all amounts exceeding €5000
- the places of departure and destination and the dates of the planned journeys

- **Do not include European Union officials**

Number of persons	Total N° of journeys	Mode of transport	Average cost per journey	TOTAL		
				Total (c2) local transport		

Estimated total budget	Total actual expenditure
------------------------	--------------------------

c3) Subsistence (accommodation and meals for conference participants and speakers)

- Please indicate in Annex C:
 - the detailed calculation method for all amounts exceeding €5000
 - the places and dates of the planned stays
- Do not include European Union officials

Number of persons	Total N° of days	Average cost per day

TOTAL		
Total (c3) subsistence		

d) Interpretation
 Languages from/into which interpretation will be provided:
 - Interpretation from :.....
 - Interpretation into :.....

d1) Interpreters
 (please take account of the ceiling: maximum €600 per day, including travel and subsistence)

Total (d1) interpreters		
-------------------------	--	--

d2) Booths

Total (d2) booths		
-------------------	--	--

e) External speakers' fees
 (please take account of the ceiling: maximum €500 per day)

Total (e) speakers		
--------------------	--	--

Estimated total budget	Total actual expenditure
------------------------	--------------------------

f) Reception staff

Total (f) reception staff		
---------------------------	--	--

g) Reproduction costs (photocopies, etc.) for documentation to be distributed to participants

Total (g) documentation		
-------------------------	--	--

h) Supplies

Total (h) supplies		
--------------------	--	--

i) Other costs (please specify)

.....

Total (i) other costs		
-----------------------	--	--

Total section 5 (items a - i)		
--------------------------------------	--	--

Estimated total budget	Total actual expenditure
------------------------	--------------------------

6. Miscellaneous costs directly linked to project activities

- Details of the calculation method for all amounts exceeding €5000 should be given in Annex E.
- NB: do not include administrative staff expenditure under this heading.

- a) Artists' fees
- b) Insurance
- c) Premises hire
- d) Equipment hire
- e) Transport of equipment
- f) Copyright or royalties
- g) Artists re-sale rights
- h) Travel expenses / Subsistence costs (1)

(1) - Please indicate in Annex E:

- the detailed calculation method for all amounts exceeding €5000
- the places of departure and destination and the dates of the planned journeys

- i) Purchases of equipment for production, creation, restoration (heritage) etc.
- j) Remunerations of scientific personnel, technicians, persons responsible for production, creation, restoration (heritage) etc.

- k) Other costs (please specify)

.....

Total section 6 (items a - k)		
------------------------------------------	--	--

Expenditure - grand total

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II. INCOME

Estimated total income	Total actual income
	This column to be completed only when submitting the statement of expenditure

1. Specific grants

a) European Commission
(i.e. the grant for which this application is being submitted)

--	--

b) International public institutions
(please submit a declaration of the relevant institutions – see part II, Point 9)

--	--

Please specify:

.....
.....

c) National/regional/local public institutions
(please submit a declaration by the relevant institutions– see part II, Point 9)

--	--

Please specify:

.....
.....

d) Private companies
(please submit a declaration by the relevant companies– see part II, Point 9)

--	--

Please specify:

.....
.....

Estimated total income	Total actual income
------------------------	---------------------

--	--

e) Others
(please submit a declaration by the relevant organisations– see part II, Point 9)

Please specify:

.....
.....

Total section 1 (items a - e)		
------------------------------------------	--	--

2. Income generated by the project

Any income generated by the project cannot and must not be considered as part of the self-financing (Section 3)

a) Registration fees

--	--

b) Sale of publications

--	--

c) Other

--	--

Please specify:

.....
.....

Total section 2 (items a+b+c)		
------------------------------------------	--	--

3. Self-financing by the applicant organisation and co-organisers

This contribution must be own funds or raised and secured funds specifically for the project.

Income generated by project activities cannot in any way be considered as raised funds.

a) Applicant organisation:

b) Co-organisers:

(please specify)

.....
.....
.....
.....
.....
.....

Total section 3 (items a+b)		
----------------------------------------	--	--

Income - grand total (1+2+3)

--	--

THIS PAGE MUST BE SIGNED BY THE PERSON LEGALLY AUTHORISED TO COMMIT THE APPLICANT ORGANISATION/BENEFICIARY

To be signed when submitting the budget estimate	To be signed when submitting the final accounts
<p>I declare on my honour that the submitted budget estimate is true and correct and that the applicant organisation is not in any of the situations stipulated in detail in annex C, (Important Note) of the specifications. Should my application be successful I agree that the Commission will publish the name and address of the beneficiary, the subject of the grant, the amount awarded and the rate of funding.</p> <p>Name:</p> <p>Position within the applicant organisation:</p> <p>Date:</p> <p>Signature:</p>	<p>The undersigned certifies that the submitted final accounts are true and correct.</p> <p>Name:</p> <p>Position within the applicant organisation:</p> <p>Date:</p> <p>Signature:</p>

PART IV

(to be completed - in addition to Part I and the bank ID form - for translation projects only)

Please circle the number of works being proposed for translation in this application.
NB: Each application must cover at least four and no more than ten eligible works.

4 5 6 7 8 9 10

I. PUBLISHER

Name of publishing house:

.....

Address:

.....

.....

Tel.: Fax:

E-mail:

THE FOLLOWING DECLARATION MUST BE SIGNED BY THE PERSON LEGALLY AUTHORISED TO COMMIT THE APPLICANT ORGANISATION/BENEFICIARY

I declare on my honour that the submitted information is true and correct and that the applicant organisation is not in any of the situations stipulated in detail in annex B, point a) of the specifications. Should my application be selected, I hereby undertake to refer clearly to the Community funding awarded on all possible occasions and I agree to let the Commission publish the details of the project (including the organisations address) on the Europa web site.

Name:

Position within the applicant organisation:

Date:

Signature:

Official stamp:

Formatt

WORKS TO BE TRANSLATED

Deleted:

¶

PLEASE COPY AND COMPLETE THE FOLLOWING SECTION FOR EACH OF THE 4-10 WORKS SUBMITTED

I. ORIGINAL WORK TO BE TRANSLATED: Work No 1 2 3 4 5 6 7 8 9 10

Title

Author(s)

Nationality of author

Name of publishing house

Literary genre

Date of first publication

Place of first publication

Original language

Brief synopsis of the work in English or French:

II TRANSLATION

Date of transfer of translation rights¹⁴

Proposed target language

Has the work already been translated into this language?

YES

NO

Will the translated work be published in a bilingual edition?

YES

NO

III. TRANSLATORS

Name

Nationality

Address

Choice of translated works

IV. OPERATION COSTS

Number of pages

Total number of characters per page

Remuneration of translator per page (in Euro).....

Total cost of translation (in Euro):

Other operation costs: editing and production (in Euro):.....

(N.B. Distribution costs must not be included)

Total operation costs (in Euro):.....

Planned retail price of the translated work (in Euro)

Planned print-run of the translated work

Scheduled date of the beginning of the translation work **(NB: this date must not be earlier than the signature of the grant agreement by the Commission which is expected to be 1 May 2005)**

¹⁴ **NB:** contracts must still be valid and not have expired. Where translation rights have been extended, please attach the document that confirms the extension.

Scheduled date of delivery of the translation by the translator

Scheduled date of publication (month and year):

(NB: this date must be before 30 November 2006)

Have you received or applied for another grant for the **translation** of this work? If so, please give the name of the organisation to which you applied, and the amount requested (in Euro):

.....

Have you received or applied for a grant for the **publication** of this work? If so, please give the name of the organisation to which you applied, and the amount requested (in Euro):

.....

Date:

Name and SIGNATURE of the publisher

Name and SIGNATURE of the translator

.....

.....



EUROPEAN COMMISSION
 Directorate-General for Education and Culture
 Culture, Audiovisual Policy and Sport
Culture: policy and framework programme

To be completed by the applicant:

Name and address of the organisation to which the acknowledgement of receipt should be sent

Name:
Address:

ACKNOWLEDGEMENT OF RECEIPT

TO BE COMPLETED BY THE APPLICANT:

Application form for the project entitled

.....

TO BE COMPLETED BY THE EUROPEAN COMMISSION:

Reference number **to be quoted in all correspondence**

(if the reference number is not stated, correspondence will be returned to the sender):

CLT 2005 –Sec/

Date of submission of the application (date of postmark or courier service stamp):