

Document no...

DEVELOPMENT OF POLISH HIGHER EDUCATION INSTITUTIONS

SCHOLARSHIP AND TRAINING FUND

1. OVERALL DATA

Full official name of the Applicant in Polish		
City	Type of applying institution	Date of founding the Applying Institution
Project title in Polish		
Project start date	Project end date	
Total requested STF grant (EUR)		
Own contribution (EUR)		
Total project costs (EUR)		
Costs related with special needs		
Number of partner institutions (excluding the Applying Institution)		
Public aid	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of external experts		
Project relates to the development of joint study programmes (bachelor's, master's or doctoral degree) leading to the award of a double diploma	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Budget summary		
Budget of the Applicant	Requested STF grant amount (EUR)	Own financial contribution (EUR)
Budget of Partner no. 1	Requested STF grant amount (EUR)	Own financial contribution (EUR)
Budget of Partner no. 2	Requested STF grant amount (EUR)	Own financial contribution (EUR)
Budget of Partner no. [n]	Requested STF grant amount (EUR)	Own financial contribution (EUR)
Total		

2. GENERAL INFORMATION

Prior to filling in the application please become acquainted with information included in the **Guide for Applicants** and **Call for Proposals**. All documents and information are posted on the following website: <http://fss.org.pl>

This application form should be filled in by the Applicant (Polish institution exclusively) in cooperation with partner HEIs in Donor States (if applicable).

The Applicant which applies for a grant under the Inter-Institutional Cooperation/ Development of Polish HEIs action is obliged to submit full application documentation to the Operator (STF Office) within the non-extendable deadline of **7 June 2013, 04:00 p.m.** (the date on the postmark or the date of submitting the application to the Operator's office are considered the submission date). Prior to sending the application please verify with the checklist whether the application meets all the formal requirements

Documents should be sent or delivered in one envelope to the Operator's address:

Foundation for the Development of the Education System
Scholarship and Training Fund
Mokotowska 43 str.
00-551 Warsaw
Marked: **III Call for proposals**

Completed application documentation should include:

a) **original application form** (printout of the form filled in and registered in the online system, with required signatures and stamps attached) – 2 originals;

b) **Enclosures:**

- **Letter of Agreement** (if applicable) signed by each partner institution (originals or copies authenticated by the person authorised to certify);
- **CVs of key staff forming project group** who are committed to project activities and administrative and technical issues, along with their consent for the processing of personal data signed by each staff member (originals or copies authenticated by the person authorised to certify);
- **CVs of experts** (if applicable) along with their consent for the processing of personal data signed by each expert (originals or copies authenticated by the person authorised to certify);
- correct and complete **enclosures to the Public Aid Declaration** (if applicable)
- **excerpt from a relevant register** (e.g. KRS) in the case of legal entities or a copy of other analogous registers featuring information on legal presentation of the Applicant (originals or copies authenticated by the authorised person);
- **power of attorney (original copy)** if the application is signed by a person different than the person authorised to represent the Applicant in accordance with relevant register or other documents (if applicable);

Moreover, non-public institutions are obliged to enclose:

- HEIs applying for a grant exceeding EUR 25,000.00 should enclose a copy of financial statements for the past two full working years in the form of a balance sheet and profit and loss account (obligatory documents) and other documents comprised in financial statements in accordance with Polish accounting act. The submitted copies should be authenticated by a legal counsellor, solicitor, notary, the representative of the Applying Institution or a person authorised by the legal representative to authenticate documents¹.

¹ In such a case, you you must enclose an original copy of the power of attorney.

CHECKLIST

Prior to submitting the application form, please make sure that the following conditions are met:

- The application has been completed and submitted online (it has received a reference number and does feature a watermark (“SPECIMEN”)).
- The right form has been used for the requested measure.
- The application form is not filled in by hand (except for the fields where you have to write your signature);
- The application is submitted in two original copies.
- The application has been signed by a legal representative of the Applying Institution.
- The application has been stamped with official stamps;
- Obligatory enclosures have been attached to the application form.

SPECIMEN FORM

3. BASIC INFORMATION ABOUT THE PROJECT

Project title in Polish							
Project title in English							
Acronym ¹ (if exists)					Project duration (months)		
Project start date					Project end date		
Number of partner institutions in individual countries, including the Applying Institution							
Iceland		Liechtenstein		Norway		Poland	Total

3.1. Description of the Applicant

Basic data						
Full official name in the national language						
Full official name in English						
Type of the institution						
Legal status <input type="checkbox"/> private <input type="checkbox"/> public				Size of the institution		
Date of founding the institution²:						
Market orientation <input type="checkbox"/> for profit <input type="checkbox"/> non-profit				Institution is authorised to recover VAT <input type="checkbox"/> Yes <input type="checkbox"/> No		
Structure of VAT recovery				<input type="checkbox"/> in part <input type="checkbox"/> in full		
Project participants (persons mobile under the project who directly participate in project activities and events)						
Secondary school students	Students/ doctoral students	Teaching staff	Administration staff	Managerial staff	Other	Total
Number of people with special needs participating in the project (if applicable):						
Address of the Applicant						
Street		Number of the building	Number of the office		ZIP code	
City			Region		Country	
NUTS Code			Geographic scope			
Institution's website (if applicable)						
NIP (Taxpayer's identification no.)				REGON (Statistical no.)		
3.2 General information about the Applicant						
General information about the Applicant: scope of operations/ institutional capacity and competencies for the implementation of the project/ funding sources for the institution (min. 250 – max 1000 characters)						

¹ ACRONYM is a word formed by making an abbreviation of the phrase composed of two or more words or one word, e.g. "CMYK – Cyan Magenta Yellow Black".

² Institution must be registered in Poland for at least 12 months as of the date of submitting the grant application.

<i>The role of the Applicant in the project (min. 250 – max 1000 characters)</i>
<i>Skills and expertise of key staff involved in project implementation (min. 250 – max 1000 characters)</i>

Experience of the Applicant in the implementation of educational project (including experience in the implementation of projects within European programmes) within the past three years						
No.	Project title	Funding source (Programme)	Thematic scope of the project	Grant amount (EUR)	amount	Period of implementation (months – years)

Main Contact Person

<i>Main contact person for project related matters (project coordinator at the applying institution) – place of work address</i>			
Sex <input type="checkbox"/> Mr <input type="checkbox"/> Ms	First name	Surname	Position
Scientific Title	HEI Unit (if applicable)		
Street	Building no.	Office no.	Zip code
City	Region	Country	
Telephone 1 (preferably mobile phone)	Telephone 2	Fax	
e-mail (the Operator will send any correspondence concerning the application assessment procedure to this address)			

Contact person for project related financial matters

<i>Contact person for project related financial matters on behalf of the Applying Institution - place of work address</i>			
Sex <input type="checkbox"/> Mr <input type="checkbox"/> Ms	First name	Surname	Position
Scientific Title			
Street	Building no.	Office no.	Zip code
City	Region	Country	
Telephone 1	Telephone 2	Fax	
e-mail			

Legal representative of the Applicant

<i>Person(s) responsible for assuming financial obligations and making declarations on behalf of the Applying Institution (legal representative of the Applying Institution)</i>			
Sex <input type="checkbox"/> Mr <input type="checkbox"/> Ms	First name	Surname	Position
Scientific Title			
Street	Building no.	Office no.	Zip code
City	Region	Country	

Telephone 1	Telephone 2	Fax
e-mail		

Add a person

3.2. Data of Partner Institutions

NOTE: in the case of a project relating to the development of joint study programmes (bachelor's, master's or doctoral degree) leading to the award of the double diploma (selected option b in section 5.3 Types of activities of the application form); **cooperation with a HEI in Norway is indispensable.** Participation of other domestic/foreign partners in the project is allowed.

Partner no. 1

Basic data						
Full official name in the national language						
Full official name in English						
Type of the institution						
Legal status <input type="checkbox"/> private <input type="checkbox"/> public				Size of the institution		
Market orientation <input type="checkbox"/> for profit <input type="checkbox"/> non-profit				Institution is authorised to recover VAT <input type="checkbox"/> Yes <input type="checkbox"/> No		
Structure of VAT recovery <input type="checkbox"/> in part <input type="checkbox"/> in full						
Project participants (persons mobile under the project who directly participate in project activities and events)						
Secondary school students	Students/ doctoral students	Teaching staff	Administration staff	Managerial staff	Other	Total
Number of people with special needs participating in the project (if applicable):						
Address of the Partner Institution						
Street		Number of the building	Number of the office		Zip code	
City		Region		City		
NUTS Code			Geographic scope			
Institution's e-mail			Institution's website (if applicable)			
NIP (Taxpayer's identification no.)			REGON (Statistical no.)			

General information about partner institution
<i>General information about the institution: date of founding/ scope of operations/ institutional capacity and competencies for the implementation of the project/ funding sources for the institution (min. 250 – max 1000 characters)</i>
<i>The role of partner institution in the project (min. 250 – max 1000 characters)</i>
<i>Skills and expertise of key staff involved in the project implementation (min. 250 – max 1000 characters)</i>

Main contact person

<i>Main contact person for project related matters (project coordinator at the partner institution) –place of work address</i>			
Sex <input type="checkbox"/> Mr <input type="checkbox"/> Ms	First name	Surname	Position
Scientific Title			
Street	Building no.	Office no.	Zip code
City	Region	Country	
Telephone 1	Telephone 2	Fax	
e-mail			

Contact person for project related financial matters

<i>Contact person for project related financial matters on behalf of partner institution - place of work address</i>			
Sex <input type="checkbox"/> Mr <input type="checkbox"/> Ms	First name	Surname	Position
Scientific Title			
Street	Building no.	Office no.	Zip code
City	Region	Country	
Telephone 1	Telephone 2	Fax	
e-mail			

Legal representative of partner institution

<i>Person(s) responsible for assuming financial obligations and making representations on behalf of partner institution (legal representative authorized to sign an agreement with the Applying Institution)</i>			
Sex <input type="checkbox"/> Mr <input type="checkbox"/> Ms	First name	Surname	Position
Scientific Title			
Street	Building no.	Office no.	Zip code
City	Region	Country	
Telephone 1	Telephone 2	Fax	
e-mail			

Add a person

Add a partner

4. DATA OF EXTERNAL EXPERTS

Note: part 4. should be filled in only in the case when committing external experts to project activities is planned. External experts cannot be employees of the Applying Institution or partner institutions participating in the project.

Subcontracting of external experts for project needs is justified only if it is impossible to carry out a given task indispensable for the achievement of project objectives by employees of institutions participating in the project.

Please enclose CVs (in the Europass format) signed by each expert. Detailed instructions are provided in the *Guide for Applicants*.

4.1 Expert no. 1

Expert's data			
Sex <input type="checkbox"/> Mr <input type="checkbox"/> Ms	First name	Surname	Position
Scientific Title			
Street	Building no.	Office no.	Zip code
City	Region	Country	
Telephone 1	Telephone 2	Fax	
e-mail			

Please provide a brief description of expert's role in the project, what kind of activity/activities she/he is going to take within the project, describe expert's competencies and experience relevant to her/his tasks in the project. Please explain why these tasks cannot be undertaken by the staff of the applying institution or partner institutions (min. 250 – max 1000 characters)

Add an expert

5. GENERAL INFORMATION ABOUT THE PROJECT

5.1 Does the project result from a preparatory visit implemented as part of STF?

Yes

No

[if Yes is ticked, the following field appears]

Please quote agreement(s) number(s):

STF agreement no.

Add a line

5.2 As part of the project it is planned to:

sign cooperation agreements with all partner institutions (in the case of approving the grant application and prior to signing *Financial Agreement* with Programme Operator);

develop at least one of the following end products: a publication, brochure, leaflet, scientific article, teaching materials in the form of a guide and other printed/electronic materials forming project work results;

organise at least one seminar/workshop/conference.

5.3 Type of activities

Please tick the type of activity to which the project mainly relates:

<input type="checkbox"/>	the development of study programmes in English (as the language of instruction)
<input type="checkbox"/>	the development of joint study programmes (bachelor's, master's or doctoral degree) leading to the award of a double diploma ¹
<input type="checkbox"/>	the development of new, innovative study programmes which meet new requirements and challenges observed on the national and European level
<input type="checkbox"/>	the development of new courses, modules, specialisations and study programmes
<input type="checkbox"/>	the development of two-cycle study programmes based on learning outcomes and ECTS
<input type="checkbox"/>	the development of quality culture, including internal quality assurance systems
<input type="checkbox"/>	the development of study programmes in cooperation with the private sector

5.4 Thematic scope of the project

Please specify the thematic scope of the project, which to the largest extent reflects the subject of the project. Names of individual categories have been quoted in English, which streamlines the nomenclature used in Operator's reporting to the Donor States.

Thematic scope of the project:

- Agriculture
- Anthropology
- Archaeology
- Architecture, design and applied arts
- Area studies
- Business
- Chemistry
- Computer sciences
- Cultural studies and ethnic studies
- Earth sciences
- Economics
- Education (including teacher training/education)
- Engineering
- Environmental studies and Forestry
- Family and consumer science

¹ In the case of a project relating to the development of joint study programmes (bachelor's, master's or doctoral degree) leading to the award of a double diploma (selected option b in section 5.3 Types of activities of the application form); **cooperation with a HEI in Norway is indispensable**. Please quote the data of the Norwegian partner in section 3.2 Partner Institutions. Participation of other domestic/foreign partners in the project is allowed.

- Gender and sexuality studies
- Geography
- Health sciences (medicine, nursing, dentistry, etc.)
- History
- Journalism, media and communication
- Languages and linguistics
- Law
- Library and museum studies
- Life sciences (including biology)
- Literature
- Mathematics
- Military sciences
- Performing arts
- Philosophy
- Physics
- Political science
- Psychology
- Public affairs
- Religion
- Social work
- Sociology
- Space sciences
- Systems science
- Theology
- Transportation
- Visual arts

5.5 Reference to STF objectives

the project refers to the following STF objectives:

<input checked="" type="checkbox"/>	contribution to the reduction of social and economic disparities within the European Economic Area and to strengthening bilateral relations between Poland and Norway, Iceland and Liechtenstein in the area of education
<input checked="" type="checkbox"/>	increased and strengthened institutional cooperation in the higher education sector in Poland and Norway

5.6 Reference to cross-cutting aspects

Please specify the extent to which the aspects presented below refer to the implementation and planned results of the project. At least one aspect must be given score 1 or 2.

Aspect	Reference to cross-cutting objectives
good governance	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>
Equal opportunities for men and women	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>
Sustainable development - economic aspect	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>
Sustainable development - social aspect	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>
Sustainable development - environmental aspect	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>

Please describe in detail the scope in which the selected aspect refers to the project (minimum 250 - maximum 1000 characters with spaces):

Scoring for cross cutting aspects:

2 points – maximum number of points is given if the project in principle refers to a given aspect, if it directly refers to a given aspect, and forms the main goal for the development and implementation of the project. For example: in the case of *Equal opportunities for men and women* aspect, it is recommended to tick 2 points if the project focuses on specific activities aimed at raising social awareness in matters related to gender, e.g. it refers to studies on violence with taking gender issues into consideration or the project is submitted by an institution, where gender issues form a priority of its operations included in the statute.

1 point – is given if the project indirectly relates to a given aspect, and to a certain extent. A given aspect is addressed by the project, however it is not the main reason for its implementation. For example: it is recommended to tick 1 point for the *Equal opportunities for men and women* aspect in the case of a project, which focuses on research in a field, which does not relate to gender issues, but at the same time great importance is attached in the project that the scientists represent both sexes and are equally represented in project activities.

0 points – is given if a given aspect is not addressed in any way in the thematic scope of the project.

6. PROJECT DESCRIPTION

6.1 Summary

Please provide a brief description of the planned project in English. The description has to be clear and concise and contain the key issues of the project, and in particular:

- the analysis of needs which the project addresses (give reference to current situation in the field of cooperation/ sector/institution);
- general objectives of the project together with specific objectives;
- expected project outcomes/ foreseen results;
- what kind of approach will you take to achieve your objectives (project outputs);
- expected benefits from the project;
- the specific role of each partner institution and its contribution to the planned objectives of the project.

Limit: min 700 – max 1000 characters.

6.2 Project objectives

Please:

- list and define aims and objectives of the project;
- explain the rationale and background to the project by describing the actual needs of participating institutions that it seeks to address (current situation, previous or preparatory work in the domain, the results of any needs analysis undertaken);
- explain how the project will contribute to achieving objectives arranged between partners;
- describe the end beneficiaries groups which the expected project results refers to.

Limit: min 250 – max 2000 characters.

6.3 Assumptions for a new field of study/ specialisation/ course/ module/ study programme

Please describe the target group to which the new educational offer will be addressed. Please specify the number of students you intent to recruit and describe the basis for such estimation (market demand for the new field of study/ specialisation etc.) planned number of students, programme assumptions, qualifications' framework) for the planned new field of study/ specialisation/ course/ module/ study programme etc.

How do you intend to provide the sustainability of new field of study/ specialisation/ course/ module/ study programme after the Scholarship and Training Fund co-financing would have ceased?

Limit: min 250 – max 2000 characters.

7. WORK PROGRAMME

7.1 Activities planned

Please give an overall description of the most important activities in the project; briefly describe the work programme within the partnership. Detailed work programme will be presented in section 7.2. Limit: min 250 – max 2000 characters.

7.2 Detailed work programme

Please describe in the table below the planned project activities for all project partners involved in the partnership. Please note that all activities should be consistent with the project budget, planned in section 10. The work programme must include the whole lifetime of the project in a chronological order. Single project may start on 4th November 2013 at the earliest and may last up to 31 months at maximum (until 31st May 2016).

Planned start date	Planned end date	Description of the activity	Institutions involved	Country of organization

8. MANAGEMENT

8.1 Project management

Please explain how you intend to manage your project, how you will measure the level of realisation of the project activities and results. Please describe how you will ensure effective cooperation between project partners and how you will avoid any disruptions. Limit: min 250 – max 2000 characters.

8.1.1 The scope of responsibilities – key persons. Please attached a CV of each person listed below in the table.

Form of employment	Institution	Function/position	The scope of responsibilities/ tasks, short justification of the employment
1			
2			

8.2 Partnership structure

Please describe the distribution of tasks between participating institutions and detailed scope of responsibilities of each of them. Please describe the involvement of each partner institution (if applicable) during the successive stages of project implementation and provide information on how will coordinating institution ensure/support this involvement? What kind of benefits will the partner institutions involved (if planned) in the project derive? How will you ensure effective communication within with partners during project implementation? Limit: min 250 – max 2000 characters.

8.3 Monitoring and evaluation of project activities and results

Please describe measures planned in order to monitor and assess the progress of project implementation. How will you evaluate (methodology, tools) whether project objectives have been met and expected impact has been achieved? Please describe the evaluation on the individual participant's level as well as on the project level. Please outline internal and external forms of evaluation. Please provide information on how, when and by whom the evaluation results will be used. Limit: min 250 – max 2000 characters.

8.4 Risk management

What difficulties may occur during project implementation and how will you overcome them? What mechanisms will be implemented if the reality is different than planned measures and the results has not been achieved in line with work programme planned? Limit: min 250 – max 2000 characters.

No.	Risk factor	Risk probability	Impact of the risk on project implementation	The risk management/ prevention plan

9. PLANNED RESULTS AND PROJECT IMPACT

9.1 Results

Please describe what specific results are expected in the course of project implementation and after its completion?

Please provide a detailed description of the expected results in the table below:

- type of result (e.g. manual, curriculum, new teaching/training method, etc.);
- target group(s) concerned (end users of the results);
- language(s) in which they will be available;
- medium that will be used (e.g. CD-Rom, Internet etc.);
- when they will be available;
- number of copies foreseen (if applicable);

- teaching methodology (if applicable);
- other

Result No.	
Brief description of result	
Institution responsible for the result	
Target group(s)	
Language of the product	
Medium that will be used	
Availability (when?)	
Number of copies foreseen (if applicable)	
teaching methodology (if applicable)	
Other	

Add next result

9.2 Impact

What (short-term and long-term) impact project activities are expected to have on participating institutions, target group(s), potential users and on the education system and teaching practices (if applicable)? Describe the innovation character of your project (measured as creating new value e.g. in a certain field of education).

Limit: min. 250 – max 1000 character.

b) What impact do you expect project implementation will have on strengthening partnership and future cooperation with institutions in the Donor States after ceasing the STF's funding? Limit: min 250 – max 2000 characters.

9.3 Dissemination of project results and intellectual property

Please describe the dissemination strategy and actions of project partners that will be taken in order to disseminate project results on the education sector and/ or regional, and/or national/local, and/or international level. Who will benefit from project products in the future? If the project provides for the development of materials whose dissemination requires that intellectual property issues should be regulated, how this issue will be addressed during project implementation?

Please remember that if the project is awarded STF funding, the project group should grant the right to use the results/ products of project implementation to the STF Programme Operator in order to disseminate information on project results (e.g. in publications edited by the STF).

Limit: min 250 – max 2000 characters.

10. PROJECT BUDGET

Please make sure that planned expenses and mobilities are justified in the submitted project activity schedule.

Note:

- amounts of individual budget items should be quoted in EUR as total amounts;
- the budget should include eligible costs only, as specified in the Guide for Applicants;
- total grant amount cannot exceed EUR 250,000.00. You should also remember about the limits for individual budget categories;
- you should make sure that the budget is consistent with planned activities as presented in the application.

Table 10.1

Travel, insurance and subsistence costs

Please specify in the table below mobilities (domestic and abroad) of all partners participating in the project for the whole project implementation period.

One mobility is understood as one trip (domestic and abroad) of one person. Please remember that the planned trips must be taken by persons directly committed to project works and must relate to meetings/ seminars/ workshops/ conferences directly related with project implementation

NOTE: Daily limits for subsistence costs in the case of domestic travel and travel abroad of Poles related with project implementation are governed by the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on business travel compensation for employees of state-owned and self-government budgetary unit. In the case of travel to Poland of persons coming from Donor States, rates agreed/applied by sending institutions from abroad (internal rules/ regulations in Norway, Iceland and Liechtenstein concerning domestic travel and trips abroad) shall apply. Final settlement of accommodation costs will be made based on actual costs (bills, invoices).

NOTE: in the case of travel costs of people with special needs, basic costs of travel of such persons and of accompanying persons (carers) (if applicable) should be specified in the table below. Any additional costs related to travel of people with disabilities and their carers (if applicable) should be specified in table 10.1.3 *Additional costs related with special needs of individual participants.*

10.1.1 Travel abroad

Trip no.	
Institution, which covers mobility costs (sending/delegating)	
Country from which the trip is taken	
<i>[If 'other' specify the country]</i>	
Country to which the trip is taken	
<i>[If 'other', two more commands appear]</i>	

a) What country?	
b) what is the purpose of the trip to a country different than programme countries?	
Type of mobility	
Departure date	
Number of days	
Mobility costs (EUR)	
Travel and insurance costs	
Accommodation costs	
Subsistence costs	
Total mobility costs:	

Add a trip

Total costs of mobility abroad (EUR)

Travel and insurance costs	
Accommodation costs	
Subsistence costs	
Total:	

10.1.2 Domestic trips

Trip no.	
Institution, which covers mobility costs (sending/delegating)	
Country	
Type of mobility	
Departure date	
Number of days	
Mobility costs (EUR)	
Travel and insurance costs	
Accommodation costs	
Subsistence costs	

Total:	
---------------	--

Add a trip

Total costs of domestic mobility (EUR)

Travel and insurance costs		
Accommodation costs		
Subsistence costs		
Total:		

10.1.3 Will people with special needs participate in mobilities (domestic and abroad)?

- Yes
- No

[if Yes]

**Specify the number of persons with special needs who will participate in mobilities:
 Except for travel and insurance, accommodation and subsistence costs, are other costs related to mobility of persons with special needs planned?**

- Yes
- No

[if Yes, table 10.1.3 appears]

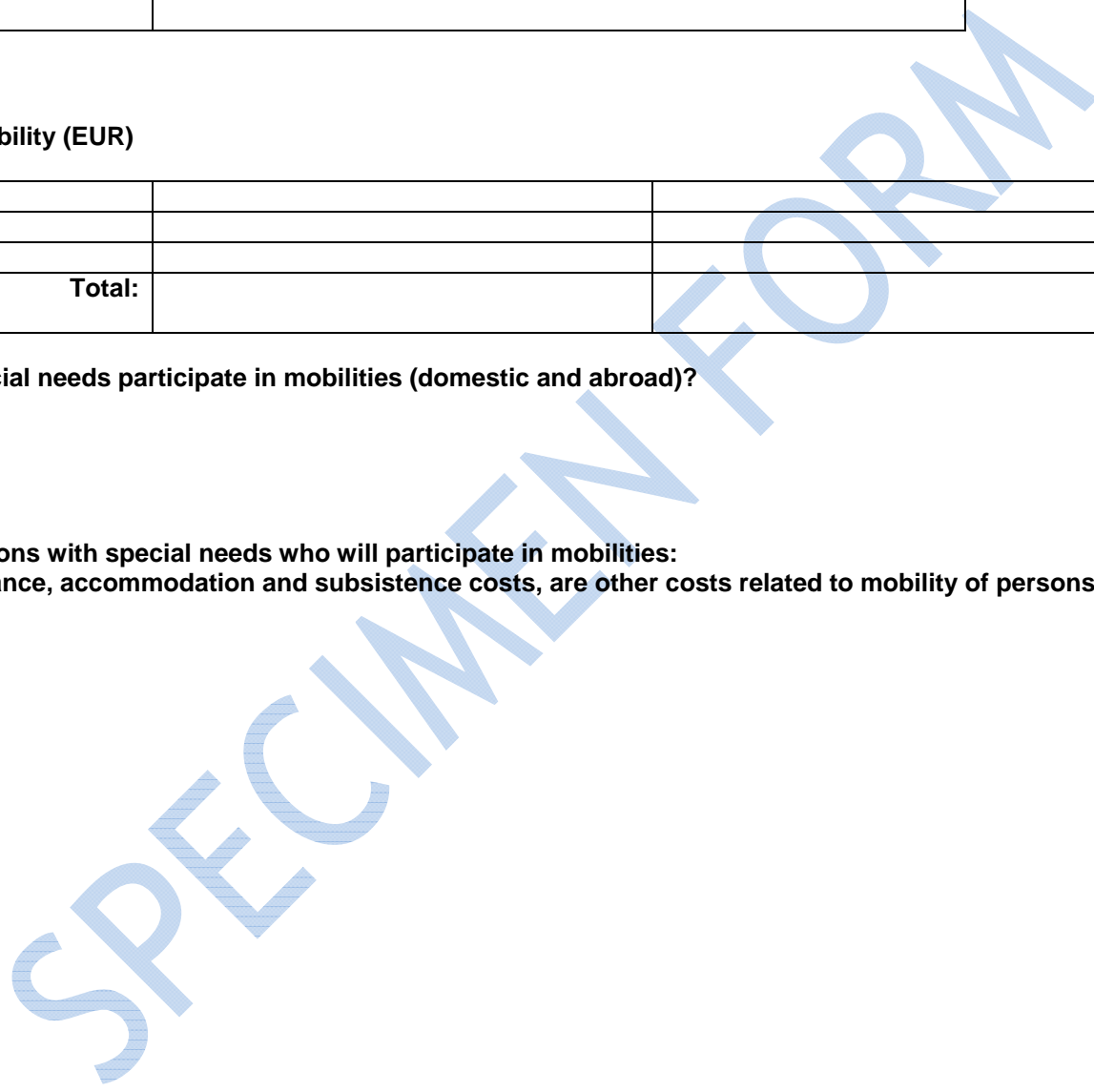


Table 10.1.3

Additional costs related with special needs of individual participants (if applicable)

NOTE: Basic travel, accommodation and subsistence costs of participants with special needs should be specified in table 10.1 *Travel, accommodation and subsistence costs*

Institution which covers the costs	Type of special costs	Total cost in the project (EUR)
	Total:	

[If 'other' is selected from the list, additional field appears as below]

Please describe the type of costs
Characters left: xxxx/1000

Comments:

Here you can comment on the method of calculating individual item amounts.
Characters left: xxxx/500

Table 10.2

Organisational costs for seminars/ conferences/ workshops

Institution which covers the costs	Type of costs	Total cost in the project (EUR)
1		
2		
	Total:	

Comments:

Here you can comment on the method of calculating individual item amounts.
--

Table 10.3
Project staff costs (remuneration and fees)

Institution which covers the costs	Functions of persons in the project	Form of employment	Type of rate	Remuneration per one rate (EUR)	Number of rates	Total amount of remuneration /total cost in the project (EUR)
1						
2						
Total:						

Comments

Here you can comment on the method of calculating individual item amounts in this category.

Table 10.4
Preparation and production of project materials
 please specify the type of publication and its edition.¹

Institution which covers the costs	Type of publication/materials	Edition	Description of costs (individual items of the total amount)	Total cost in the project (EUR)
1				
2				
Total:				

Comments

Here you can comment on the method of calculating individual item amounts in this category.

¹ In the case of publications which are end products of a given project, along with the completion report Operator can request submitting three offers for the preparation and printing of each publication.

Table 10.5
Purchase of teaching equipment

Maximum amount of fixed assets costs cannot exceed **30%** of total eligible project costs.

Institution which covers the costs	Type of cost	Total cost in the project (EUR)
1		
2		
Total:		

Comments

Here you can comment on the method of calculating individual item amounts in this category.

Table 10.6
Administrative costs

Maximum amount of administration costs cannot exceed 10% of total eligible project costs.

Institution which covers the costs	Type of cost	Total cost in the project (EUR)
1		
2		
Total:		

Comments

Here you can comment on the method of calculating individual item amounts in this category.

Table 10.7 Own contribution

Total amount of financial own contribution, declared by the project group:

b) Financial own contribution declared by each partner institution:

Partner no 1:

Amount of financial own contribution:

Partner no 2:

Amount of financial own contribution:

Total amount of own contribution:

Table 10.8 *(table visible only in printed version)*

Total eligible costs of the project

Institution	the STF co-financing (EUR)	% of total eligible project costs	Amount of the financial own contribution (EUR)	% of total eligible project costs	In total (EUR)
1					
2					
Total:					

Table 10.9 *(table visible only in printed version)*

Budget of each institution participating in the project - summary

10.9.1 Applicant

Budget category	Total eligible project cost (EUR)
1. Costs of travel, insurance, subsistence	
2. Organisational costs for seminars, workshops, conferences	
3. Project staff costs (remuneration and fees)	
4. Preparation and production of project materials	
5. Purchase of teaching equipment	
6. Administrative costs	
7. Additional cost resulting from special needs	
Including financial own contribution:	
Total:	

10.9.2 Partner institution no.1

Budget category	Total eligible project cost (EUR)
1. Travel, insurance and subsistence costs	
2. Organisational costs for seminars, workshops, conferences	
3. Project staff costs (remuneration and fees)	
4. Costs of publications, teaching and information materials	
5. Purchase of teaching equipment	
6. Administrative costs	
7. Additional cost resulting from special needs	
Including financial own contribution:	
Total:	

11. PUBLIC AID DECLARATION

Data of Applicant		
1.	Full official name in the national language:	
2.	Taxpayer's Identification Number (NIP):	
3.	Number in the National Register of National Economy Entities (REGON):	
4.	Type of institution:	<input type="checkbox"/> private <input type="checkbox"/> public
Economic activity		
5.	Does the Applying Institution conduct economic activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If YES, in what scope? (Please enter the type of economic activity as stipulated in the registration document and quote EKD/PKD code)	
6.	For what purpose does the Application earmark income from economic activity? Please quote all the categories of expenditure funded with economic activity revenues.	
7.	Is project in any way related with economic activity of the Application?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If YES, in what scope?	
	If YES, what categories of costs funded under the project will be related with it (type of cost and its amount)?	

Declaration *

I hereby declare that the institution

.....

(full name of the Application)

** 1. Over the current reporting period and two preceding reporting periods was granted public aid ¹¹ amounting to:, as in enclosed certificate(s), as stipulated in art. 5 clause 3 of the act of 30 April 2004 on the proceedings in matters related to public aid (OJ No. 123, item 1291).

** 2. Over the current reporting period and two preceding reporting periods was not awarded state aid.

* Fill in with taking into consideration all the certificates on public aid issued within the current reporting period and two preceding reporting periods.

** Delete as appropriate.

¹ In accordance with Article 2 of Commission Regulation (EC) No 1998/2006 of 15 December 2006 on the application of Articles 87 and 88 of the Treaty to de minimis aid (O.J. L 379/5 of 28.12.2006), *de minimis* aid means aid granted to any one undertaking within one reporting period and two preceding reporting periods, which together with the aid provided under the Application will not exceed an equivalent of EUR 200.000. The value of the aid is a gross value, i.e. before any deduction of tax or other charges. The ceiling is applied regardless of the form and purpose of the aid. Provision of *de minimis* aid must be confirmed by the issuance of a certificate on the provision of such aid. In the declaration, the Beneficiary is obliged to present each aid provided within the period stipulated in the declaration, for which it obtained a certificate confirming the award of *de minimis* aid.

11. DECLARATION OF HONOUR

The declaration must be signed by person(s) authorised to conclude agreement on behalf of the Applying Institution.

I, the undersigned,

request co-financing for my institution, as set out in this application.

I represent that:

- The information contained in this application is accurate and true to the best of my knowledge;
- The institution that I represent has the relevant legal capacity to submit applications;
- I have been authorised to sign agreements on behalf of the applying institution;

I declare that:

- The institution that I represent has the relevant legal powers, adequate and stable financing sources and individuals representing adequate professional competencies and qualifications to be able to realise this application;
- The abovementioned institution is not subject to any scheme of arrangement or liquidation proceedings, no bankruptcy or loss of its legal personality has been announced, it has not suspended its business activity, it is not subject to any proceedings concerning any of the above and is not in any corresponding circumstances as a result of a similar procedure provided in the national laws or regulations;
- Individuals acting on behalf of the abovementioned institution have not been convicted by virtue of a legally valid sentence for an offence associated with their professional activity, breach of professional ethics or punished for a serious professional misconduct;
- The abovementioned institution (or any member of its statutory bodies) has not been charged under a legally valid sentence for fraud, corruption or other illegal actions resulting in any kind of damage or exposure;
- The abovementioned institution has not been involved in any irregularities, whether wilfully or by negligence, in performing contracts or projects financed or co-financed from public funds;

I acknowledge that:

the institution that I represent is not going to receive any funds if during the application assessment procedure an incompliance is ascertained with respect to any of the above confirmed criteria, or if any of the following occurs:

- There is a conflict of interest (for family, personal or political reasons or through a common national, economic or other interest with the institution or person directly or indirectly involved in assessing this application);
- The institution is found guilty of misrepresentation in providing data required by the STF Office in the selection process, or failed to comply with the obligation to supply the required data.

In the case when this application is approved, the Foundation for the Development of the Education System, acting as STF Programme Operator, will be entitled to publish the institution's name and address, information on the co-financed project, the amount granted and the co-financing percentage.

I acknowledge and confirm that the institution/organisation represented by me may suffer administrative or financial sanctions if it is found guilty of misrepresentation or essentially fails to fulfil its obligations resulting from the contract or the grant awarding procedure.

PERSONAL DATA PROTECTION

The co-financing application will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in compliance with the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The applicants' information provided as necessary for the assessment of the co-financing application will be processed only for that purpose by a department in charge of a particular scheme. Upon a written request, personal data can be provided to the applicant for its correction or supplementation. All queries regarding such data should be addressed to the Foundation for the Development of the Education System, to which the application should be submitted. The

beneficiaries may lodge a complaint against the processing of their personal data to the European Data Protection Supervisor (http://www.edps.europa.eu/00_home.htm) at any time.

I hereby give my consent for the use and processing of my personal information for the needs of the Scholarship and Training Fund in accordance with Personal Data Protection Act of 29.08.1997. (OJ of 2002, No. 101, item 926, art. 23, clause 1, point 1). I am aware of my rights resulting from art. 24 of the Act.

Signature of a person authorised by the Applicant (legal representative no. 1)	
Full name	Full name
Date	Date

Signature of a of a person authorised by the Applicant (legal representative no. 2)	
Full name	Full name
Date	Date

SPECIMEN FORM