



LIFELONG LEARNING PROGRAMME Leonardo da Vinci Application Form 2008 Mobility

PLEASE NOTE THAT THE TABLES REFERRED TO IN CERTAIN FIELDS OF THIS FORM CAN BE FOUND IN THE ANNEX.

1.1 SUBMISSION DATA

| | | | |
|----------------------------------|--|--------------------|--------------------------|
| LLP Sub Programme | LEONARDO DA VINCI | Action Type | [Table B. Action Types] |
| Call | 2008 | | |
| Submitted to | [responsible NA – pre-filled by the NA] | | |
| Date (completion of form) | | Language | [Table H. Languages] |
| Title (national language) | | | |
| Acronym | | | |
| Project Duration | | | |

1.2 PROJECT SUMMARY

Please provide a short summary of your proposal (*50 lines*), explaining shortly **who** will be involved in the project, which **needs** are addressed, which are the main **aims** and expected outcome, **where** and **when** the mobilities will take place
You are kindly requested to provide this summary also in either English, French or German if you do not use one of the official EU languages.



GENERAL INFORMATION

Before completing this form, please read the relevant sections in the *Lifelong Learning Programme Guide for Applicants* and the 2008 Call for Proposals published by the European Commission and by your National Agency, which contain additional information on closing dates, National Agency addresses to which the application must be sent, and specific priorities for that year. Links to these documents and further information such as Frequently Asked Questions can be found on the Lifelong Learning Programme website:

http://ec.europa.eu/education/programmes/llp/index_en.html

This application form should be completed by the **applicant** of the proposed mobility project, in cooperation with the planned partners. The application must be submitted to the National Agency of the country of the applicant by **08 February 2008**. Please check on the website of the responsible National Agency in which form and to which address the application must be submitted. Use the Check-list below before sending your application.

CHECK-LIST

Before sending in your application form to your National Agency, the following points should be addressed in order to ensure eligibility.

- Make sure that, in addition to the compulsory signed paper version of your application, you have also submitted [Each NA should explain here any alternative means to be used to obtain an electronic version of the form: on line eForms, emailing of the WORD file, etc]
- Make sure that you have used the official Application Form for the activity planned in the project
- Make sure that all relevant fields in the application form have been completed, especially the financial section.
- The form is not handwritten (except for the Declaration)
- Make sure that you comply with the deadline published in the call.
- Be sure to comply with the minimum size of the partnership, i.e. partners from at least 2 countries (including the country of the applicant), including at least one from the European Union.
- The proposal has to be written in one of the EU official languages. It can also be written in one of the languages of the EFTA/EEA and candidate countries but must then include a summary in English, French or German.
- Do not forget to sign** the application form at the **end of Section 2** : The application form must bear the **original signature** of a person authorised by the applicant organisation. The signature also confirms that your organisation is not in a situation of the exclusion criteria listed in Section 2.4 and that you have the necessary capacity to successfully implement your project.
- If you are **not a public body**¹ and your grant **request exceeds EUR 25.000**, please add a copy of the official² accounts for the most recent financial year for which the accounts have been closed.

¹ **Public body**: For the purpose of this call, all schools and higher education institutions specified by the participating countries and all institutions or organisations providing learning opportunities which have received over 50% of their annual revenues from public sources over the last two years or which are controlled by public bodies or their representatives, are considered as public bodies. (point 5.2. of the GENERAL CALL FOR PROPOSALS 2008–2010 - Part II: Administrative and financial provisions)

² **"official"** means accounts certified by an appropriate external body, and/or published, and/or approved by the organisations general meeting

**2. APPLICANT ORGANISATION****2.1 ORGANISATION**

| | | | |
|--------------------------------------|---|---|--|
| Role | Applicant Coordinator (CO-APP) | | |
| Full legal name | [In national language and characters] | | |
| | [In latin characters where originals are not in Latin characters] | | |
| Type of organisation | [Table D. organisation types] | Economic Sector | [Table E. economic sector] |
| Legal Status | <input type="checkbox"/> Private | <input type="checkbox"/> Public | Scope [Table F. geographical scope] |
| Commercial orientation | <input type="checkbox"/> For profit | <input type="checkbox"/> Not for profit | |
| Size (staff) | [Table G.] | | |
| Legal Address Street - Number | | | |
| Postcode | | City | |
| Country | [Table I. country] | | |
| Telephone 1 | | Fax | |
| E-mail | | Website | |

* if applicable

2.2 CONTACT PERSON

| | | | |
|-------------------------------------|---------------------|--------------------|--|
| Title | | First name | |
| Family name | | | |
| Department | | | |
| Position | | | |
| Work Address Street - Number | | | |
| Postcode | | City | |
| Country | [Table I. country] | | |
| Telephone 1 | | Telephone 2 | |
| Mobile | | Fax | |
| E-mail address | | | |
| Website | | | |



2.3 GENERAL DESCRIPTION OF THE ORGANISATION

Please describe the size, scope of work, areas of specific expertise and competence; experience of the institution including staff experience in the field covered by the project. (max 20 lines)

2.4 TASKS OF THIS ORGANISATION IN THE PROJECT

Indicate which specific tasks are to be assigned to this organisation involved and describe the number and the profile of personnel to be involved in the project. (Limit: max 20 lines)

2.5 IS THE ORGANISATION'S INVOLVEMENT IN THIS PROPOSAL THE RESULT OF CONTACT SEMINARS/PREPARATORY VISITS?

| | |
|--|-------------------------------|
| <input type="checkbox"/> Preparatory visit <input type="checkbox"/> Contact seminar <input type="checkbox"/> None of the above | Grant agreement number |
|--|-------------------------------|

2.6 PERSON AUTHORISED TO SIGN THE GRANT AGREEMENT

| | | | |
|-----------------------|-------------------|--|--|
| Title | First name | | |
| Family name | | | |
| Organisation | | | |
| Department | | | |
| Position | | | |
| Work address | Street - Number | | |
| Postcode | City | | |
| Country | | | |
| Telephone | Fax | | |
| E-mail address | | | |



2.7 DECLARATION BY THE LEGAL REPRESENTATIVE OF THE APPLICANT ORGANISATION AND SIGNATURE

I, THE UNDERSIGNED,

Request from my National Agency a grant for my organisation as set out in section 6 of 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 financial and operational capacity to complete the proposed action or work programme
- **OR**
The organisation I represent is considered to be a "public body" in the terms defined within the Call 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 am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that:

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered 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, nor is it in any analogous 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 judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the Agency 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 with those of Belgium or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, has not been declared to be in serious breach of contract for failure to comply with its contractual obligations.

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

- subject to a conflict of interest (for family, personal or political reason 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 the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the Agency 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.



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PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with 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. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. (http://www.edps.europa.eu/00_home.htm).

| | |
|---|------------------------------|
| Name | [title, surname, first name] |
| Position within the organisation | |
| Date | Signature and Stamp |

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3. PARTNER ORGANISATIONS

Please duplicate/copy Part 3 (points 3.1. to 3.3.) for additional partners
Use consecutive numbering for the partners

3.1 ORGANISATION

| | | | | |
|---|---|---|-----------------------------|-------------------------------|
| Role | [table A. partner role] | | Partner Nr. | |
| Full legal name | [In national language and characters] | | | |
| | [In latin characters where originals are not in Latin characters] | | | |
| Type of organisation | [Table D. organisation types] | Economic Sector | [Table E. economic sector] | |
| Legal Status | <input type="checkbox"/> Private | <input type="checkbox"/> Public | Scope | [Table F. geographical scope] |
| Commercial orientation | <input type="checkbox"/> For profit | <input type="checkbox"/> Not for profit | | |
| Size (staff) | [Table G.] | | | |
| Legal Address Street - Number | | | | |
| Postcode | | City | | |
| Country | [Table I. country] | | | |
| Telephone 1 | | Fax | | |
| E-mail | | Website | | |

3.2 GENERAL DESCRIPTION OF THE ORGANISATION

Please describe the size, scope of work, areas of specific expertise and competence; expertise of the institution in the field covered by the project. (Limit: 20 lines)

3.3 TASKS OF THIS ORGANISATION IN THE PROJECT

Indicate which specific tasks are to be assigned to this organisation involved and describe the number and the profile of personnel to be involved in the project. (Limit: 20 lines)



4. DESCRIPTION OF THE MOBILITY PROJECT

4.1 RELEVANCE TOWARDS THE OBJECTIVES OF THE PROGRAMME AND THE EUROPEAN PRIORITIES SET OUT IN THE CALL FOR PROPOSALS

Please tick in the table below, the objectives of the Leonardo da Vinci programme that your Mobility project will address, in addition to the already predefined objective (leave blank if none):

(article 25.2. of the Council Decision for the Lifelong Learning Programme)

| | |
|--|-------------------------------------|
| a. to improve the quality and to increase the volume of mobility throughout Europe of people involved in initial vocational education and training and in continuing training, so as to increase placements in enterprises to at least 80 000 per year by the end of the Lifelong Learning Programme | <input checked="" type="checkbox"/> |
| b. to improve the quality and to increase the volume of cooperation between institutions or organisations providing learning opportunities, enterprises, social partners and other relevant bodies throughout Europe | <input type="checkbox"/> |
| c. to facilitate the development of innovative practices in the field of vocational education and training other than at tertiary level, and their transfer, including from one participating country to others | <input type="checkbox"/> |
| d. to improve the transparency and recognition of qualifications and competences, including those acquired through non-formal and informal learning | <input type="checkbox"/> |
| e. to encourage the learning of modern foreign languages | <input type="checkbox"/> |
| f. to support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning. | <input type="checkbox"/> |

Please indicate in the table below if your mobility project addresses one of the priorities of the call for proposals 2008 for Leonardo da Vinci mobility

(General call for proposals 2008-2010 Part 1 – strategic priorities, point 3.1.)

| | |
|---|--------------------------|
| 1. Mobility in Initial vocational training and of people on the labour market: Persons in a dual apprenticeship system or other vocational education system based on alternate learning or work-related training in enterprises | <input type="checkbox"/> |
| 2. Mobility of professionals in vocational education and training: Development of the competences of teachers, trainers and tutors | <input type="checkbox"/> |
| 3. Mobility of professionals in vocational education and training: Cooperation with SMEs | <input type="checkbox"/> |
| 4. Other | <input type="checkbox"/> |

If applicable, please indicate the national priorities your mobility project will address

| |
|---|
| - |
| - |
| - |
| - |



4.2 AIMS, CONTENT AND BACKGROUND

Please describe in more detail the aims and the background of your project. The following points should be covered

(*) small projects for people in initial vocational training with up to 3 individual beneficiaries **only** have to cover the points marked with an asterisk

| | |
|---|---|
| * | <i>Please describe your group of participants (Type, training/professional area, level of training, specific needs and/or circumstances)</i> |
| | |
| * | <i>Describe the relevance of the project for the participants' training/professional development as well as for the personal development, and the intercultural and language competences of the individual participants</i> |
| | |
| | <i>Describe the specific aims and the content of your project with regard to the needs of the participants defined above</i> |
| | |
| | <i>Show how planned duration of stays abroad and the choice of receiving partners will meet these aims.</i> |
| | |
| | <i>Describe the relevance of the project in your context (sector and/or national and/or regional or other) and in the context of the programme objectives chosen by you (see above)</i> |
| | |

4.3 ORGANISATION AND MANAGEMENT

Please describe in more detail the project and the way you intend to organise and manage it. The following points should be covered:

(*) small projects for people in initial vocational training with up to 3 individual beneficiaries **only** have to cover the points marked with an asterisk

| | |
|--|---|
| | Information and Selection: Describe how your participants have been/will be informed and selected (selection criteria) |
| | |



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| | |
|---|--|
| * | Preparation: Describe how and when the participants have been/will be prepared for the stay abroad; discuss pedagogical, cultural and linguistic preparation they will receive? |
| | |
| * | Practical support: what kind of practical and logistic support do participants receive within the project (travel arrangements, insurance, visa, accommodation, social security...) |
| | |
| * | Training content: Explain how the training content has been/will be agreed with your receiving partners and fixed for the participants |
| | |
| * | Training content: Describe the training content envisaged for the participants |
| | |
| * | Monitoring: Describe how participants will be supervised during their training placement; who will monitor their work programme and progress; how will it be carried out? Where applicable, explain the need of accompanying persons. (In case of VETPro application: to be answered only when relevant) |
| | |
| * | Validation of acquired skill: Every participant should be delivered a Europass Mobility for the period abroad. How else will the validation (and/or accreditation) of the period abroad be ensured? Who will validate the acquired skills? (*) For VETPro: How will the professional development be recorded? |
| | |
| | Project evaluation: Discuss your process for evaluation, at participant and project level. How will the results be used? |
| | |
| * | Project Management: Specify work plan and timetable; describe your project management (responsibilities, contractual, financial arrangements, management of difficult situations) |
| | |



4.4 DISSEMINATION OF RESULTS

What are the expected results and how are they planned to be disseminated and shared with other organisations, for example at sectoral and/or national and/or transnational level?

4.5 HORIZONTAL ISSUES

Persons with special needs

If applicable, please describe the measures you intend to take to help people with special needs to take part in the Project

Other horizontal issues (only if specifically addressed with the project)

- Cultural and linguistic diversity
- Promoting equality and combating all forms of discrimination

Only if applicable, please describe shortly how your project will specifically address this other horizontal issue

4.6 PREVIOUS PROJECTS

Please indicate similar or related projects funded by the LLP programme and/or its former programmes or funded by other similar programmes in the last three years

| Start Year | Program me or Initiative | Type of Action | Identifica tion number | Contracting organisation | Title of the project | Website |
|------------|--------------------------|----------------|------------------------|--------------------------|----------------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |



5. ESTIMATED DETAILS ON THE FLOWS AND REQUESTED EU-FUNDING

5.1 TRAVEL AND SUBSISTENCE

Please complete the following tables indicating

A. Outgoing participants

B. Outgoing Participants with special needs (if applicable) and

C. Accompanying persons (if applicable)

*Present the mobility by flows, i.e. by groups of mobility that have the same characteristics: same destination country, same field of education, same duration. Use **one line only per flow** and insert extra lines and adapt numbering if necessary*

A. OUTGOING PARTICIPANTS (WITHOUT SPECIAL NEEDS)

| Nr | Destination country [table I. country] | Number of Participants | Field of education [table C. fields of education] | Envisaged duration by participant (number of weeks or months) | Subsistence (includes travel costs if more than 12 weeks) | | Travel costs (only if less than 12 weeks) (*1) (*2) | |
|------------------------------|--|------------------------|--|--|---|-------------------------|---|-------------------------|
| | | | | | Rate applied: see table 1 in section 7.1 | Total funding requested | Estimated cost per participant | Total funding requested |
| A1 | | | | | | | | |
| A2 | | | | | | | | |
| A3 | | | | | | | | |
| A4 | | | | | | | | |
| .. | | | | | | | | |
| SUBTOTAL participants | | | | | | | | |

(*1) If individuals reside in one of the overseas countries and territories or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.

(*2) [NA to add supplementary information on possible ceilings, whether % or maximum amounts per country]



B. OUTGOING PARTICIPANTS WITH SPECIAL NEEDS (to be filled only if applicable)

| Nr | Destination country [table I. country] | Number of Persons with Special Needs | Field of education [table C. fields of education] | Envisaged duration by participant (number of weeks or months) | Subsistence (includes travel costs if more than 12 weeks) | | Travel costs (only if less than 12 weeks) (*1) (*2) | |
|------------------------------|--|--------------------------------------|--|--|---|-------------------------|--|-------------------------|
| | | | | | Rate applied: see table 2 in section 7.1 | Total funding requested | Estimated cost per participant | Total funding requested |
| A1 | | | | | | | | |
| A2 | | | | | | | | |
| .. | | | | | | | | |
| SUBTOTAL participants | | | | | | | | |

C. ACCOMPANYING PERSONS (to be filled only if applicable)

| Nr | Destination country [table I. country] | Number of Acc. Persons | Field of education [table C. fields of education] | Envisaged duration by participant (number of weeks or months) | Subsistence (includes travel costs if more than 12 weeks) | | Travel costs (only if less than 12 weeks) (*1) (*2) | |
|------------------------------|--|------------------------|--|--|---|-------------------------|--|-------------------------|
| | | | | | Rate applied: see table 3 in section 7.1 | Total funding requested | Estimated cost per participant | Total funding requested |
| A1 | | | | | | | | |
| A2 | | | | | | | | |
| .. | | | | | | | | |
| SUBTOTAL participants | | | | | | | | |

| | | | |
|--------------------------------|--------------------------|--|---------------------|
| TOTAL Funding requested | Total SUBSISTENCE | | Total TRAVEL |
| | | | |



5.2 REQUESTED FUNDING FOR PREPARATION

| Nr of participants | Unit rate | Total funding |
|--------------------|--|---------------|
| | [Amount to be indicated by the NA (below the 500 € maximum of table 5.d, part II of the Call)] | |

Duplicate the lines if necessary

| | |
|----------------------------|--|
| Total – Preparation | |
|----------------------------|--|

5.3 REQUESTED FUNDING – ORGANISATION OF MOBILITY

| Nr of participants | Unit rate | Total funding |
|--------------------|--|---------------|
| | [Amount to be indicated by the NA (below the 500 € maximum of table 5.d, part II of the Call)] | |

Duplicate the lines if necessary

| | |
|---|--|
| Total – Organisation of Mobility | |
|---|--|

5.4 TOTAL REQUESTED FUNDING

Please calculate the sum of 5.1, 5.2. and 5.3 representing the total grant requested for this application

| | |
|--------------------------------|--|
| TOTAL – GRANT REQUESTED | |
|--------------------------------|--|



6. DETAILS OF BUDGET CALCULATION

Based on the rates applied by the National Agency to whom this application is being submitted, you have here the possibility to detail the calculation of your budget. Please refer to the requirements issued by your National Agency

This should cover, if applicable:

- Justification of the budget
- Subsistence (including insurance costs/travel costs according to destinations (for ex. Calculation table)
- Travel costs (if applicable and refunded on the basis of real costs)
- Justification of preparation costs
- Higher costs for persons with specific needs
- Costs for accompanying persons

| |
|--|
| |
|--|

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**7. ANNEXES****7.1 OVERVIEW ON RATES APPLICABLE**

[NA must fill in these tables respecting the maximum values of table 5a, part II of the call for proposals]

Table 1: Subsistence Rate per Host country and Category of Duration of Stay for Outgoing Participants without special needs

| HOST COUNTRY | Duration of 3 months (12 weeks) or less | | | Over 3 months duration |
|----------------------|---|----------|---------------|------------------------|
| | (travel excluded) | | | (travel included) (*1) |
| | Weekly rate | | | Monthly rate |
| | 1st week | 2nd week | as of 3d week | 3 to 12 months |
| Belgique/Belgie - BE | | | | |
| Bulgaria- BG | | | | |
| Ceska Republika - CZ | | | | |
| Danmark - DK | | | | |
| Deutschland - DE | | | | |
| Eesti - EE | | | | |
| Ellas - EL | | | | |
| Espana -ES | | | | |
| France - FR | | | | |
| Eire/Ireland - IE | | | | |
| Italia - IT | | | | |
| Kypros - CY | | | | |
| Latvija - LV | | | | |
| Lietuva - LT | | | | |
| Luxembourg - LU | | | | |
| Magyarország - HU | | | | |
| Malta - MT | | | | |
| Nederland - NL | | | | |
| Oesterreich - AT | | | | |
| Polska - PL | | | | |
| Portugal - PT | | | | |
| Romania- RO | | | | |
| Slovenija -SI | | | | |
| Slovensko -SK | | | | |
| Suomi - FI | | | | |
| Sverige - SE | | | | |
| United Kingdom - UK | | | | |
| Island - IS | | | | |
| Liechtenstein - LI | | | | |
| Norge - NO | | | | |
| Türkiye - TR | | | | |

NB:

For VETPRO (Professionals in VET):

For IVT (persons in initial vocational training):

For PLM (people on the labour market):

For all calculations:

min duration 1 week – max 6 weeks

min duration 2 weeks – max 6 months

min duration 2 weeks – max 9 months

1 month = 4 weeks

(*1) If individuals reside in one of the overseas countries and territories or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.



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Table 2: Subsistence Rate per Host country and Category of Duration of Stay for Outgoing Participants with special needs

| HOST COUNTRY | Duration of 3 months (12 weeks) or less | | | Over 3 months duration |
|----------------------|---|----------|---------------|------------------------|
| | (travel excluded) | | | (travel included) (*1) |
| | Weekly rate | | | Monthly rate |
| | 1st week | 2nd week | as of 3d week | 3 to 12 months |
| Belgique/Belgie - BE | | | | |
| Bulgarija- BG | | | | |
| Ceska Republika - CZ | | | | |
| Danmark - DK | | | | |
| Deutschland - DE | | | | |
| Eesti - EE | | | | |
| Ellas - EL | | | | |
| Espana -ES | | | | |
| France - FR | | | | |
| Eire/Ireland - IE | | | | |
| Italia - IT | | | | |
| Kypros - CY | | | | |
| Latvija - LV | | | | |
| Lietuva - LT | | | | |
| Luxembourg - LU | | | | |
| Magyarország - HU | | | | |
| Malta - MT | | | | |
| Nederland - NL | | | | |
| Oesterreich - AT | | | | |
| Polska - PL | | | | |
| Portugal - PT | | | | |
| Romania- RO | | | | |
| Slovenija -SI | | | | |
| Slovensko -SK | | | | |
| Suomi - FI | | | | |
| Sverige - SE | | | | |
| United Kingdom - UK | | | | |
| Island - IS | | | | |
| Liechtenstein - LI | | | | |
| Norge - NO | | | | |
| Türkiye - TR | | | | |

NB:

For VETPRO (Professionals in VET):

For IVT (persons in initial vocational training:

For PLM (people on the labour market:

For all calculations:

min duration 1 week - max 6 weeks

min duration 2 weeks - max 6 months

min duration 2 weeks - max 9 months

1 month = 4 weeks

(*1) If individuals reside in one of the overseas countries and territories or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.

**Table 3: Subsistence Rate per Host country and Category of Duration of Stay for Accompanying Persons**

| HOST COUNTRY | Duration of 3 months (12 weeks) or less | | | | Over 3 months duration |
|----------------------|---|----------|---------------|----------------|------------------------|
| | (travel excluded) | | | | (travel included) (*1) |
| | Daily rate | | | | Monthly rate |
| 1st week | | 2nd week | as of 3d week | 3 to 12 months | |
| Belgique/Belgie - BE | | | | | |
| Bulgaria - BG | | | | | |
| Ceska Republika - CZ | | | | | |
| Danmark - DK | | | | | |
| Deutschland - DE | | | | | |
| Eesti - EE | | | | | |
| Ellas - EL | | | | | |
| Espana -ES | | | | | |
| France - FR | | | | | |
| Eire/Ireland - IE | | | | | |
| Italia - IT | | | | | |
| Kypros - CY | | | | | |
| Latvija - LV | | | | | |
| Lietuva - LT | | | | | |
| Luxembourg - LU | | | | | |
| Magyarország - HU | | | | | |
| Malta - MT | | | | | |
| Nederland - NL | | | | | |
| Oesterreich - AT | | | | | |
| Polska - PL | | | | | |
| Portugal - PT | | | | | |
| Romania - RO | | | | | |
| Slovenija - SI | | | | | |
| Slovensko -SK | | | | | |
| Suomi - FI | | | | | |
| Sverige - SE | | | | | |
| United Kingdom - UK | | | | | |
| Island - IS | | | | | |
| Liechtenstein - LI | | | | | |
| Norge - NO | | | | | |
| Türkiye - TR | | | | | |

NB:

For accompanying persons, daily rates may be applicable

(*1) If individuals reside in one of the overseas countries and territories or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.



7.2 LETTERS OF INTENT

- It is not needed for eligibility purposes that proposals include a letter of intent from the transnational partners. However, the quality of the proposal will be strengthened if letters of intent from the main partners are attached.
- Originals of the letters of intent are not obligatory, copies and faxes will be accepted. If your proposal is selected, you will be asked to provide the originals before drawing up the contract.
- Partner organisations must provide letters of intent on their own official paper
- The letter must not be hand-written
- It must indicate:
 - the title of the project;
 - reference to the Leonardo da Vinci programme;
 - a brief description of the partner's role;
 - A consistency with the quality commitment of the partnership;
- It must bear:
 - the date
 - the signature of an authorised person and her/his position within the organisation.

**7.3 LLP - REFERENCE TABLES****REFERENCE TABLES TO BE USED IN CONNECTION WITH APPLICATION FORM****LEONARDO DA VINCI MOBILITY – SELECTION 2008**

The tables below should be used when filling in the 2008 application form. Whenever a field in the application form refers to a table, the options available for filling the field can be found in the tables below. Please type in both the code and the description in order to avoid later misunderstanding.

TABLE A. PARTNER ROLE

| | | |
|--------|-------------------------|---|
| CO-APP | Applicant co-ordinator | Organisation that submits and is legally responsible for the proposal. Becomes "Beneficiary" in the event of a successful application |
| CO-MAN | Management co-ordinator | If coordinator is different from the Applicant institution |
| SE-PA | Sending Partner | Partner as sending organisation in mobility (if different from the Applicant or Coordinator institution) |
| HO-PA | Host Partner | Partner as host organisation in mobility |
| INT-PA | Intermediary Partner | Intermediary partner in mobility action |

TABLE B. ACTION TYPES

| | |
|---------------|---|
| LEO-IVT | Mobility of trainees in initial vocational training |
| LEO-IVT-small | Mobility of 1-3 trainees in initial vocational training |
| LEO-PLM | Mobility of people in the labour market |
| LEO-VETPRO | Professionals in Vocational Training |

TABLE C. FIELDS OF EDUCATION

| Code | Description |
|-----------|--|
| 1 | EDUCATION |
| 14 | Teacher training and education science |
| 141 | Teaching and training |
| 142 | Education science |
| 146 | Training for teachers of vocational subjects |
| 2 | HUMANITIES AND ARTS |
| 21 | Arts |
| 210 | Arts (broad programmes) |
| 211 | Fine arts |
| 212 | Music and performing arts |
| 213 | Audio-visual techniques and media production |
| 214 | Design (Graphic Design, Industrial Design, Fashion, Textile) |
| 215 | Craft skills |
| 22 | Humanities |
| 3 | SOCIAL SCIENCES, BUSINESS AND LAW |
| 31 | Social and behavioural science |
| 311 | Psychology |



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| | |
|-----------|---|
| 312 | Sociology and cultural studies |
| 313 | Political science and civics |
| 314 | Economics |
| 316 | International Relations, European Studies, Area Studies |
| 317 | Anthropology |
| 318 | Development Studies |
| 32 | Journalism and information |
| 321 | Journalism and reporting |
| 322 | Library, information, archive |
| 34 | Business and administration |
| 340 | Business and administration (broad programmes) |
| 341 | Wholesale and retail sales |
| 342 | Marketing and Sales Management |
| 343 | Finance, banking, insurance |
| 344 | Accounting and taxation |
| 345 | Management and administration |
| 346 | Secretarial and office work |
| 347 | Working life |
| 38 | Law |
| 4 | SCIENCE, MATHEMATICS AND COMPUTING |
| 42 | Life science |
| 44 | Physical science |
| 46 | Mathematics and statistics |
| 48 | Computing |
| 482 | Computer use |
| 5 | ENGINEERING, MANUFACTURING AND CONSTRUCTION |
| 52 | Engineering and engineering trades |
| 520 | Engineering and engineering trades (broad programmes) |
| 521 | Mechanics and metal work |
| 522 | Electricity and energy |
| 523 | Electronics and automation |
| 524 | Chemical and process |
| 525 | Motor vehicles, ships and aircraft |
| 54 | Manufacturing and processing |
| 540 | Manufacturing and processing (broad programmes) |
| 541 | Food processing |
| 542 | Textiles, clothes, footwear, leather |
| 543 | Materials (wood, paper, plastic, glass) |
| 544 | Mining and extraction |
| 58 | Architecture and building |
| 581 | Architecture and town planning |
| 582 | Building and civil engineering |
| 6 | AGRICULTURE AND VETERINARY |
| 62 | Agriculture, forestry and fishery |
| 620 | Agriculture, forestry and fishery (broad programmes) |
| 621 | Crop and livestock production |
| 622 | Horticulture |
| 623 | Forestry |
| 624 | Fisheries |
| 64 | Veterinary |
| 7 | HEALTH AND WELFARE |
| 72 | Health |
| 721 | Medicine |
| 722 | Medical services |



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| | |
|-----------|---|
| 723 | Nursing, Midwifery, Physiotherapy |
| 724 | Dental studies |
| 725 | Medical diagnostic and treatment technology |
| 726 | Therapy and rehabilitation |
| 727 | Pharmacy |
| 76 | Social services |
| 761 | Child care and youth services |
| 762 | Social work and counselling |
| 8 | SERVICES |
| 81 | Personal services |
| 810 | Personal services (broad programmes) |
| 811 | Hotel, restaurant and catering |
| 812 | Travel, tourism and leisure |
| 813 | Sports |
| 814 | Domestic services |
| 815 | Hair and beauty services |
| 84 | Transport services |
| 840 | Transport services |
| 85 | Environmental protection |
| 86 | Security services |
| 860 | Security services (broad programmes) |
| 861 | Protection of persons and property |
| 862 | Occupational health and safety |
| 863 | Military and defence |

TABLE D. ORGANISATION TYPES

| | |
|------------|--|
| ASC-PAR | Parents' Association |
| ASC-TCH | Teachers' Association |
| ASC-TRNee | Trainees' Association |
| ASC-VET | VET providers Associations |
| CONS-GUID | Centre for vocational guidance and counselling |
| CONS-INF | Body providing guidance and information on Lifelong Learning |
| EDU-COMP | Company training department |
| EDU-SCHNur | Pre-primary school |
| EDU-SCHVoc | Vocational secondary school |
| EDU-SpNeed | Establishment for learners/pupils with special needs |
| EDU-VET | Vocational training centre or organisation |
| ENT-CHCom | Chamber of Commerce |
| ENT-CHCrft | Chamber of crafts |
| ENT-CHInd | Chambers of Industry |
| ENT-LARGE | Enterprise large (> 500 employees) |
| ENT-PROFS | Professional Associations |
| ENT-SME | SME |
| ENT-TRD | Trade organisations |
| ENT-UNION | Social partners (trade unions, etc) |
| NFP-ASC | Non-profit Association |
| NFP-NGO | Non-governmental organisation ("NGO") |
| NFP-VOL | Voluntary body |
| PUB-HSP | Hospital |
| PUB-LOC | Public authority (local) |



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| | |
|---------|----------------------------------|
| PUB-NAT | Public authority (national) |
| PUB-REG | Public authority (regional) |
| RES-PRV | Private Research Centres |
| RES-PUB | Public Research Centres (not HE) |

TABLE E. ECONOMIC SECTOR (NACE)

| | Description |
|----------|---|
| | AGRICULTURE, FORESTRY AND FISHING |
| A 1 | Crop and animal production, hunting and related service activities |
| A 2 | Forestry and logging |
| A 3 | Fishing and aquaculture |
| B | MINING AND QUARRYING |
| B 5 | Mining of coal and lignite |
| B 6 | Extraction of crude petroleum and natural gas |
| B 7 | Mining of metal ores |
| B 8 | Other mining and quarrying |
| B 9 | Mining support service activities |
| C | MANUFACTURING |
| C 10 | Manufacture of food products |
| C 11 | Manufacture of beverages |
| C 12 | Manufacture of tobacco products |
| C 13 | Manufacture of textiles |
| C 14 | Manufacture of wearing apparel |
| C 15 | Manufacture of leather and related products |
| C 16 | Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials |
| C 17 | Manufacture of paper and paper products |
| C 18 | Printing and reproduction of recorded media |
| C 19 | Manufacture of coke and refined petroleum products |
| C 20 | Manufacture of chemicals and chemical products |
| C 21 | Manufacture of basic pharmaceutical products and pharmaceutical preparations |
| C 22 | Manufacture of rubber and plastic products |
| C 23 | Manufacture of other non-metallic mineral products |
| C 24 | Manufacture of basic metals |
| C 25 | Manufacture of fabricated metal products, except machinery and equipment |
| C 26 | Manufacture of computer, electronic and optical products |
| C 27 | Manufacture of electrical equipment |
| C 28 | Manufacture of machinery and equipment n.e.c. |
| C 29 | Manufacture of motor vehicles, trailers and semi-trailers |
| C 30 | Manufacture of other transport equipment |
| C 31 | Manufacture of furniture |
| C 32 | Other manufacturing |
| C 33 | Repair and installation of machinery and equipment |
| D | ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY |
| D 35 | Electricity, gas, steam and air conditioning supply |
| E | WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES |
| E 36 | Water collection, treatment and supply |



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| | |
|----------|--|
| E 37 | Sewerage |
| E 38 | Waste collection, treatment and disposal activities; materials recovery |
| E 39 | Remediation activities and other waste management services |
| F | CONSTRUCTION |
| F 41 | Construction of buildings |
| F 42 | Civil engineering |
| F 43 | Specialized construction activities |
| G | WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES |
| G 45 | Wholesale and retail trade and repair of motor vehicles and motorcycles |
| G 46 | Wholesale trade, except of motor vehicles and motorcycles |
| G 47 | Retail trade, except of motor vehicles and motorcycles |
| H | TRANSPORTATION AND STORAGE |
| H 49 | Land transport and transport via pipelines |
| H 50 | Water transport |
| H 51 | Air transport |
| H 52 | Warehousing and support activities for transportation |
| H 53 | Postal and courier activities |
| I | ACCOMMODATION AND FOOD SERVICE ACTIVITIES |
| I 55 | Accommodation |
| I 56 | Food and beverage service activities |
| J | INFORMATION AND COMMUNICATION |
| J 58 | Publishing activities |
| J 59 | Motion picture, video and television programme production, sound recording and music publishing activities |
| J 60 | Programming and broadcasting activities |
| J 61 | Telecommunications |
| J 62 | Information technology service activities |
| J 63 | Information service activities |
| K | FINANCIAL AND INSURANCE ACTIVITIES |
| K 64 | Financial intermediation, except insurance and pension funding |
| K 65 | Insurance, reinsurance and pension funding, except compulsory social security |
| K 66 | Other financial activities |
| L | REAL ESTATE ACTIVITIES |
| L 68 | Real estate activities |
| M | PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES |
| M 69 | Legal and accounting activities |
| M 70 | Activities of head offices; management consultancy activities |
| M 71 | Architectural and engineering activities; technical testing and analysis |
| M 72 | Scientific research and development |
| M 73 | Advertising and market research |
| M 74 | Other professional, scientific and technical activities |
| M 75 | Veterinary activities |
| N | ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES |
| N 77 | Rental and leasing activities |
| N 78 | Employment activities |
| N 79 | Travel agency, tour operator and other reservation service and related activities |
| N 80 | Security and investigation activities |
| N 81 | Services to buildings and landscape activities |
| N 82 | Office administrative, office support and other business support activities |
| O | PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY |



Lifelong Learning Programme

| | |
|----------|---|
| O 84 | Public administration and defence; compulsory social security |
| P | EDUCATION |
| P 85 | Education |
| P 85.1 | Pre-primary education |
| P 85.10 | Pre-primary education |
| P 85.2 | Primary education |
| P 85.20 | Primary education |
| P 85.3 | Secondary education |
| P 85.31 | General secondary education |
| P 85.32 | Technical and vocational secondary education |
| P 85.4 | Higher education |
| P 85.41 | Post-secondary non-tertiary education |
| P 85.42 | Tertiary education |
| P 85.5 | Other education |
| P 85.51 | Sports and recreation education |
| P 85.52 | Cultural education |
| P 85.53 | Driving school activities |
| P 85.59 | Other education n.e.c. |
| P 85.6 | Educational support activities |
| P 85.60 | Educational support activities |
| Q | HUMAN HEALTH AND SOCIAL WORK ACTIVITIES |
| Q 86 | Human health activities |
| Q 87 | Residential care activities |
| Q 88 | Social work activities without accommodation |
| R | ARTS, ENTERTAINMENT AND RECREATION |
| R 90 | Creative, arts and entertainment activities |
| R 91 | Libraries, archives, museums and other cultural activities |
| R 92 | Gambling and betting activities |
| R 93 | Sports activities and amusement and recreation activities |
| S | OTHER SERVICE ACTIVITIES |
| S 94 | Activities of membership organizations |
| S 95 | Repair of computers and personal and household goods |
| S 96 | Other personal service activities |
| T | ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE |
| T 97 | Activities of households as employers of domestic personnel |
| T 98 | Undifferentiated goods- and services-producing activities of private households for own use |
| U | ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES |
| U 99 | Activities of extraterritorial organizations and bodies |

TABLE F. GEOGRAPHICAL SCOPE

| |
|---------------|
| local |
| regional |
| national |
| european |
| international |



TABLE G. SIZE (STAFF OR TRAINEES)

| Code | Description |
|------|-----------------|
| S1 | 1 to 20 |
| S2 | 21 to 50 |
| S3 | 51 to 250 |
| S4 | 251 to 500 |
| S5 | 501 to 2.000 |
| S6 | 2.001 to 5.000 |
| S7 | more than 5.000 |

TABLE H. LANGUAGES

| | | | |
|--|----------------|--|--------------------|
| | Bulgarian | | Latvian |
| | Czech | | Lithuanian |
| | Danish | | Maltese |
| | German | | Polish |
| | Dutch; Flemish | | Portuguese |
| | English | | Romanian |
| | Estonian | | Slovak |
| | Finnish | | Slovenian |
| | French | | Spanish; Castilian |
| | Irish | | Swedish |
| | Greek | | Icelandic |
| | Hungarian | | Norwegian |
| | Italian | | Turkish |



TABLE I. COUNTRY

| | |
|----|----------------|
| AT | Austria |
| BE | Belgium |
| BG | Bulgaria |
| CY | Cyprus |
| CZ | Czech Republic |
| DE | Germany |
| DK | Denmark |
| EE | Estonia |
| ES | Spain |
| FI | Finland |
| FR | France |
| GB | United Kingdom |
| GR | Greece |
| HU | Hungary |
| IE | Ireland |
| IT | Italy |
| LT | Lithuania |
| LU | Luxembourg |
| LV | Latvia |
| MT | Malta |
| NL | Netherlands |
| PL | Poland |
| PT | Portugal |
| RO | Romania |
| SE | Sweden |
| SI | Slovenia |
| SK | Slovakia |
| TR | Turkey |
| IS | Iceland |
| LI | Liechtenstein |
| NO | Norway |

NB: If individuals reside in one of the overseas countries and territories or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity