

PROPOSAL SUBMISSION FORMS FOR GRANTS TO SUPPORT CONFERENCES

The applicants should use the enclosed forms to request partial support towards conferences/seminars/events that may be relevant to the IST Programme. The applicants should attach the forms to a motivation letter outlining how the conference/seminar/event contributes towards achieving the objectives of the IST Programme.

Requests that are relevant to the strategic objectives of international cooperation within the IST Programme (see section VIII.3.1 of the Workprogramme) should also be copied to:

European Commission
DGXIII/Unit G4
Attn. to Sylvie Sebastiani
N105 - 5/08
200 Rue de la Loi
B-1049 Brussels

STANDARD APPLICATION FORM FOR GRANTS TO SUPPORT CONFERENCES

1. Particulars of grant applicant

<p>Identity of applicant</p> <p>Business name (full legal name):</p> <p>Short name (where applicable):</p> <p>Acronym (where applicable):</p> <p>Official registration no (where applicable):¹</p> <p>Legal status of applicant (association, commercial business, university etc...):</p> <p>VAT No (where applicable):</p> <p>Address of registered office</p> <p>Street:</p> <p>No:</p> <p>Postcode:</p> <p>City:</p> <p>Country:</p>
<p>Particulars of applicant's bank</p> <p>Name of bank:</p> <p>Street:</p> <p>No:</p> <p>Postcode:</p> <p>City:</p> <p>Country:</p> <p>Bank code:</p> <p>Bank account No:</p> <p>BIC code (SWIFT):</p> <p>Principal account holder</p> <p>Name and forename:</p> <p>Title or position in the organisation:</p>
<p>Brief description of the applicant's activities and general aims:</p>
<p>Groups/companies holding a share of the applicant's capital (where applicable).</p> <p>Business name (full legal name) of each company:</p>

¹ An alternative might be official approval of applicants by the Member States.

Subsidiary companies/associations/groups of the applicant (where applicable). Business name (full legal name) of each company/association/group:
Community grants, procurement contracts or loans obtained directly or indirectly during the least three years from a European institution or agency. For each grant or contract please specify: - Community programme in question: - title of the operation: - year of the award by the Commission: - amount of the contract, grant or loan:
Grant applications submitted (or due to be submitted) to European institutions in the current year For each grant, contract or loan, please specify: - Community programme in question: - title of the operation: - amount of the contract or grant:

2. Particulars of operation for which a grant is requested

Brief description of the operation

(where applicable, applicants should indicate work connected with the operation that they plan to subcontract to an outside organisation/company/association)

Expected results of the operation

Summary implementation timetable for the operation

Amount of the grant requested (if possible in euros):

Summary forward budget for the operation			
The applicant certifies that the costs indicated below are necessary to implement the operation for which a grant is requested.			
Part A - Expenditure/eligible costs	(in euros)	Part B - Financing plan	(in euros)
(a') costs of staff assigned to the operation		(a) direct revenue expected from the operation	
(b') travel and subsistence expenses for staff involved in the operation		(b) contribution by the applicant	
(c') cost of equipment, land and immovable property (rent, purchase)		(c) contributions by other organisations (please specify)	
(d') cost of consumables and supplies		(d) contribution requested from the Commission	
(e') any other direct costs (please specify) ²		(e) estimated bank interest generated by the grant requested over the period of implementation of the operation	
(f') general costs charged to the operation		(f) where applicable, other contributions by the Commission for the same operation (please specify)	
TOTAL ELIGIBLE COSTS		TOTAL	
Estimate of contributions in kind for the operation, where applicable,		Estimate of contributions in kind, where applicable ³	
TOTAL		TOTAL	

² This includes costs such as bank charges, fees, etc.

³ These are contributions that are not invoiced, e.g. voluntary work, or equipment or premises made available free of charge.

Other sources of finance, where applicable (excluding any Community grant)

(to be filled in for each co-financing company/association/organisation)

For each co-financing organisation please indicate:

- Business name (full legal name):
- Address:
- Person responsible in the organisation (name/forename, title or position, telephone, fax, e-mail):
- Amount of funding which the organisation undertakes to provide for the operation:
- Comments if the co-financing decision is not yet final:

Declaration by the applicant:

I, the undersigned, certify that the information given in this application is correct.

Person responsible in the applicant organisation for the operation assisted

Name/forename:

Title or position in the applicant organisation:

Telephone:

Fax:

e-mail:

Signature:

3. Supporting documents to be included with the grant application

4. Documents to be included with all grant applications

- (1) Annual accounts for the last financial year (or annual budget in the case of a public body)
- (2) Description and detailed timetable of the operation
- (3) Detailed forward budget of the operation
- (4) Curriculum vitae of persons to be performing work in connection with the operation

5. Documents to be included where available

- (1) Official registration certificate
- (2) Articles of association/Statutes
- (3) List of directors/executive board members (names and forenames, titles or positions in the applicant organisation)
- (4) Annual report for the previous year
- (5) Auditor's report issued within the last two years by an approved auditing firm
- (6) Financial guarantee
- (7) Particulars of:
 - (a) current or earlier participation in operations financed by the European Commission,
 - (b) contracts concluded with departments of the European Commission
 - (c) other particulars (e.g. operations on behalf of other international organisations or Member States of the European Union)
- (8) Undertaking by each co-financing organisation to provide the amount of funding indicated in the grant application

