

# CRITERI FORMALI

- Chi può presentare la candidatura?
- Il formulario
- Scadenze e date eleggibili
- Preliminary Agreement
- Firme
- Documentazione aggiuntiva

# CHI PUO' PRESENTARE LA CANDIDATURA?

- Organizzazioni non governative e no-profit
- Enti pubblici
- Gruppi informali

## ECCEZIONI:

Az.12 - **NO** Enti pubblici

Az.31 - **NO** Gruppi informali

Az.2 - **NO** Associazioni/enti non accreditati

# Il formulario

- la versione aggiornata del formulario è disponibile sul sito dell'ANG: <http://www.agenziagiovani.it/Documentazione.aspx>
- esiste un formulario per ogni Azione del programma;
- il formulario deve essere presentato in **duplice copia cartacea** e in **versione WORD**, deve essere compilato in ogni sua parte e non deve essere modificato in nessun modo rispetto all'originale;
- il **summary** del progetto **deve** essere scritto in inglese o in **francese** o in **tedesco**.

# SCADENZE

## Termine presentazione domanda

R1-1 febbraio

R2-1 aprile

R3-1 giugno

R4-1 settembre

R5-1 novembre

## Progetti con inizio

dal 1 maggio al 30 settembre

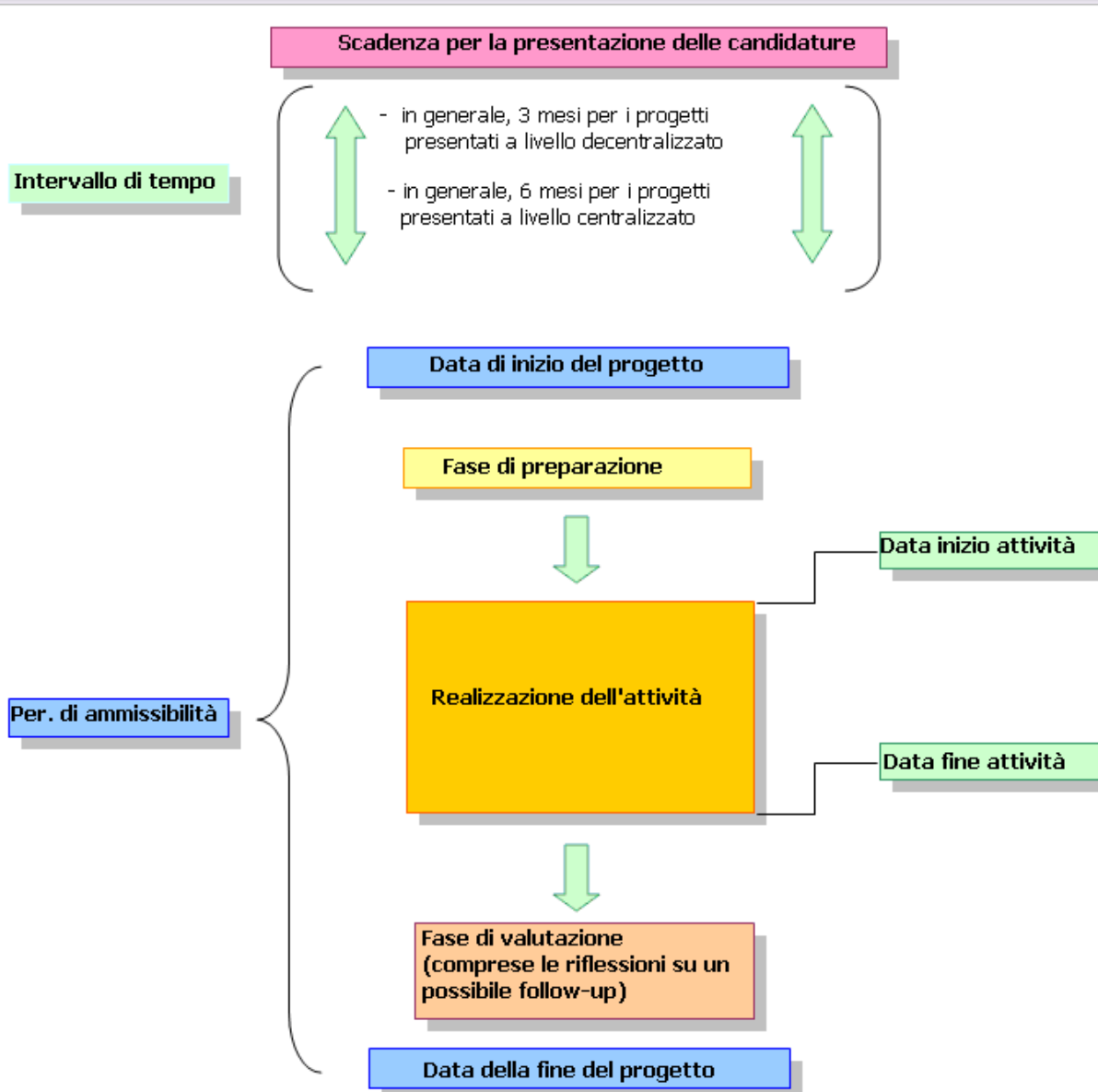
dal 1 luglio al 30 novembre

dal 1 settembre al 31 gennaio

dal 1 dicembre al 30 aprile

dal 1 febbraio al 31 luglio

# DIFFERENZA TRA DATE DI PROGETTO E DI ATTIVITA'



# Preliminary Agreement

Nome  
organizzazione/ente  
partner

Titolo del progetto

## C. Preliminary agreement of the partner

*I, the undersigned, on behalf of (repeat the name of the partner)*

*confirm our participation in each stage of the project (repeat the title of the project as stated in Part I):*

*The project will respect the provisions of the EVS Charter and the Programme Guide of the Youth in Action Programme. I am aware of the right and obligation of the volunteer(s) to participate in the EVS Training and Evaluation Cycle offered by the National Agencies in Programme Countries and by the SALTOs in South East Europe and Eastern Europe and Caucasus. The training and evaluation cycle carried out by my organisation (according to provisions indicated in the Programme Guide), will fully respect the European minimum standards and guidelines for EVS volunteer trainings.*

*I confirm that my organisation/group has not applied for funding for this project to another National Agency or to the Executive Agency.*

*I declare having reached an agreement with all the promoters involved in the project with regard to the share of EU grant my organisation is entitled to receive in order to implement the project.*

*Furthermore, I confirm my undertaking to ensure visibility of the European Union support for the project and to ensure dissemination and exploitation of its results.*

*Name in capital letters:*

*Place:*

*Signature:*

*Date:*

Data e luogo

Firma

# Firma della domanda

## Part VIII. Signature of the legal representative

The applicant undertakes to inform the Executive Agency or the National Agency of all changes affecting the project as described in this form.

The applicant allows the European Commission, the Education, Audiovisual and Culture Executive Agency and the National Agencies to make available and use all data provided in this application form for the purposes of managing and evaluating the Youth in Action Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community Institutions and bodies.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Agency (National or Executive) in charge of the management of their application. For projects selected at national level, data subjects may lodge a complaint against the processing of their personal data with the authority in charge of data protection in their country at any time. For projects selected at European level, complaints may be lodged with the European Data Protection Supervisor at any time.

The applicant undertakes to inform the promoters and participants in its project on the provisions and practices regarding data protection applied under the Youth in Action programme. The applicant undertakes to inform the participants in its project on the provisions and practices regarding data protection applied under the Youth in Action programme.

Applicant →

Name:

Nome  
organizzazione/  
ente partner

Legal representative

Name in capital letters:

Place:

Date:

Signature: →

Firma  
originale

Data e  
luogo

# Firma della dichiarazione d'onore

## Part IX. Declaration on honour

To be completed by the person authorized to enter into legally binding commitments on behalf of the applicant.

I, the undersigned, hereby request a grant from the Youth In Action Programme of EUR ..... to implement the action covered by this grant application

I certify that all information contained in this application, including project description, is correct to the best of my knowledge and am aware of the content of the annexes to the application form.

I confirm that my organisation has the financial and operational capacity to complete the proposed project.

I confirm that no volunteer taking part in the project has previously carried out an EVS (with the exception indicated in the Programme Guide).

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Union<sup>12</sup>, grants may not be awarded to applicants who are in any of the following situations:

(a) if they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) if they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

(c) if they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) if they have not fulfilled 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 they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) if they have 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;

(f) if following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

(g) if, on the date of the grant award procedure, they are subject to a conflict of interest;

(h) if, on the date of the grant award procedure, they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure or fail to supply this information.

I confirm that neither I nor the organisation for which I am acting as legal representative are in any of the situations described above, and am aware that the penalties set out in the Financial Regulation may be applied in the case of a false declaration.

In the event that my grant application is successful, I authorise the Commission/ the Agency to publish on its internet site or in any other appropriate medium:

- The name and address of the beneficiary of the grant;
- The subject of the grant;
- The amount awarded and the rate of funding of the costs of the approved project.

By signing this application form, I accept all the conditions set out in the Youth In Action Programme Guide published on the websites of the European Commission, the National Agencies and the EACEA.

Place:

Date (day/month/year):

Firma  
originale

Signature:

Stamp of the applicant:

Name in capital letters:

Position/function:



<sup>12</sup> Council Regulation N° 1606/2002 (EU L248 of 16/09/2002) Commission Regulation N° 2342/2002 (EU L357 of 31/12/2002) and N° 1248/2005 (EU L227 of 17/08/2005). These can be consulted in the Official Journal online at <http://eur-lex.europa.eu/JU/index.do>

Importo  
richiesto



## Documentazione aggiuntiva

- è obbligatorio allegare alla domanda di contributo, lo statuto e l'atto costitutivo, conformi all'originale, dell'applicant del progetto;
  - la carta di identità/passaporto in corso di validità, per i gruppi informali;
  - codice fiscale dell'associazione o del rappresentante legale per i gruppi informali.
- 
- per tutte le azioni è necessario allegare un Time table/daily time table/overview che descriva schematicamente le attività previste:
    - Azione 1.1 – programma giornaliero (daily timetable)
    - Azione 1.2 – calendario delle attività (timetable)
    - Azione 1.3 - pianificazione delle attività (overview)
    - Azione 2 - programmazione settimanale (timetable standard week)
    - Azione 3.1 – programma giornaliero (daily timetable)
    - Azione 4.3 – programma giornaliero (daily timetable)
    - Azione 5.1 – calendario attività per progetti nazionali, programma giornaliero per progetti transnazionali (timetable / daily timetable)

**GRAZIE PER L'ATTENZIONE !**

**DOMANDE** 

**Contatti e informazioni:**  
**Agenzia Nazionale per i Giovani**  
**[www.agenziagiovani.it](http://www.agenziagiovani.it)**

