

# CRITERI FORMALI

- Chi può presentare la candidatura?
- Scadenze e date eleggibili
- Formulario Azione 2 e E-form
- 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



# SCADENZE

## Termine presentazione domanda

**R1**-1 febbraio

**R2**-1 maggio

**R3**-1 ottobre

## Progetti con inizio

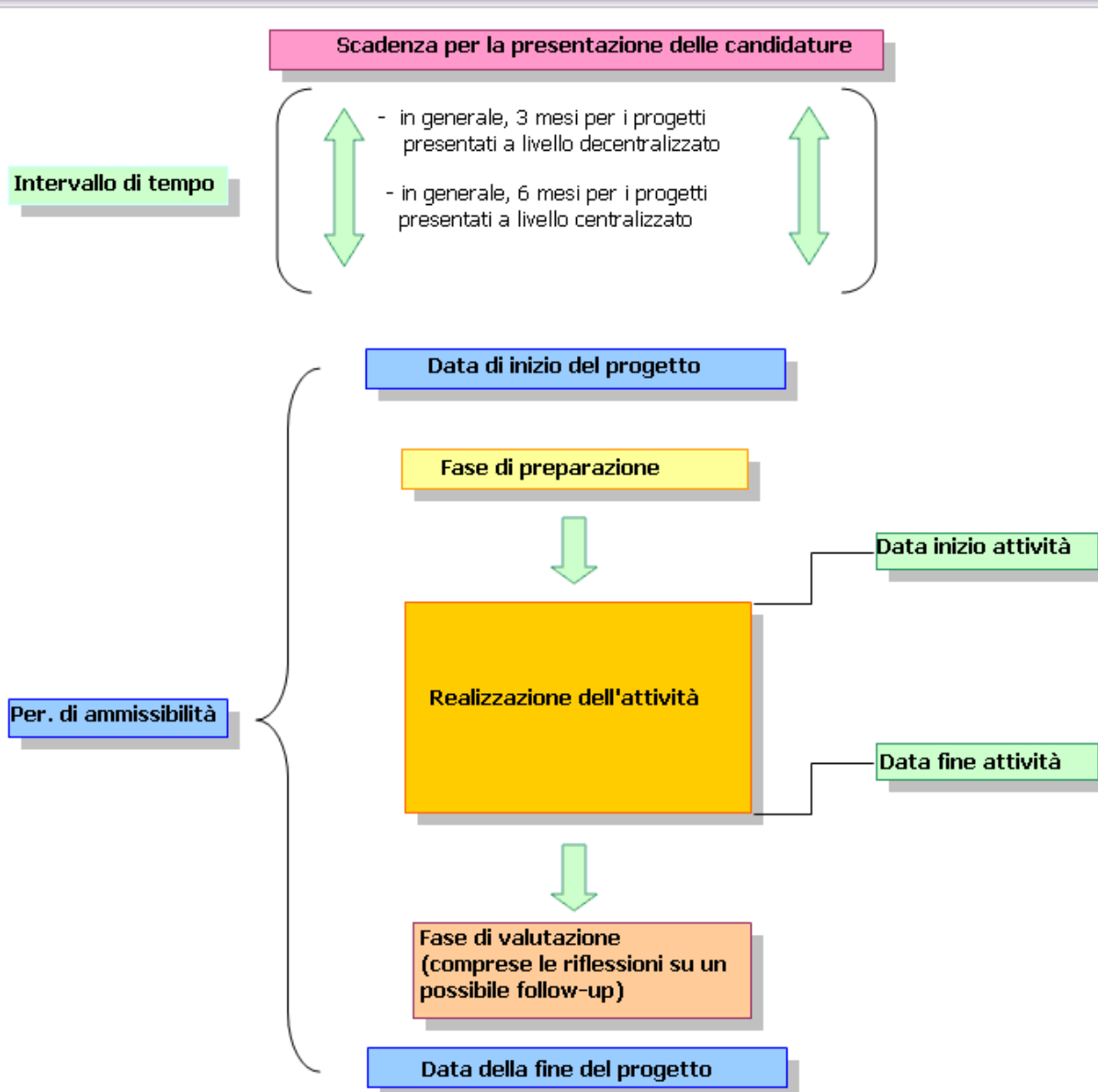
dal 1 maggio al 31 ottobre

dal 1 agosto al 31 gennaio

dal 1 gennaio al 30 giugno



# DIFFERENZA TRA DATE DI PROGETTO E DI ATTIVITA'



# Formulario Azione 2 e E-FORM

- è disponibile un formulario word per l'Azione 2 e un E-form per tutte le altre azioni del programma;
- la versione aggiornata di tali documenti è disponibile sul sito dell'ANG: <http://www.agenziagiovani.it/Documentazione.aspx>;
- è preferibile che il formulario dell'Azione 2 sia presentato in **duplice copia cartacea** e in **versione WORD** su supporto elettronico (es. CD). Deve essere compilato in ogni sua parte e non deve essere modificato in nessun modo rispetto all'originale;
- l'e-form va salvato sul computer, compilato e presentato online. Il documento inoltrato online deve essere stampato, firmato, corredato degli eventuali preliminary agreement e spedito preferibilmente in **duplice copia cartacea** all'ANG;
- entrambi i documenti vanno compilati in italiano tranne la parte relativa al **summary** del progetto che **deve** essere scritto in inglese o in **francese** o in **tedesco**;
- i preliminary agreement devono pervenire in originale o fax (con tracciabilità).



# FORMULARIO AZIONE 2



"Youth in Action" Programme

Application for:  
Action 2 - European Voluntary Service  
Version valid as of 1 January 2012

Please fill in all relevant sections of this application. It is compulsory to annex ALL documents requested in the check list.  
Please consult the 2012 Programme Guide to find all the information you need to lead your project and to fill in this application form.

## Part I. Project identification and summary

### Project number

To be filled in by the Executive Agency or the National Agency

Postmark/Date of receipt

### Name of the applicant

Please indicate the name and acronym of the applicant organisation.

### Title of the project

Please give a short title to the project.

### Type of project

Please tick the boxes corresponding to the EVS project for which you are submitting this application.

The geographic scope of the project covers:

Programme Countries  
 Programme Countries and Neighbouring Partner Countries  
 Programme Countries and the Other Partner Countries of the World

(tick one box only)

### Duration of the project<sup>1</sup>

Please indicate the total duration of the project from preparation to evaluation.

Start date of the project<sup>2</sup>: (date when the first costs incur)    /    /    End date of the project: (date when the last costs incur)    /    /

<sup>1</sup> Maximum duration of the project: 24 months.

<sup>2</sup> For information on the earliest possible project start date, please consult "When to apply?" in part B of the Programme Guide.

- è preferibile che il formulario dell'Azione 2 sia presentato in **duplice copia cartacea** e in **versione WORD** su supporto elettronico (es. CD);
- deve essere compilato in ogni sua parte e non deve essere modificato in nessun modo rispetto all'originale;
- va redatto in italiano tranne la parte relativa al **summary** del progetto che **deve** essere scritto in inglese o in **francese** o in **tedesco**;
- i preliminary agreement devono pervenire in originale o fax (con tracciabilità).



# Preliminary Agreement Azione 2

## 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:*

*Date:*

*Signature:*

Firma

Data e luogo

Nome  
organizzazione/  
ente partner

Titolo del  
progetto

# Firma della domanda Azione 2

## Part VII. 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:

Data e  
luogo

Signature:

Firma originale  
del  
rappresentante  
legale  
dell'applicant

# Firma della dichiarazione d'onore Azione 2

Firma originale  
del  
rappresentante  
legale  
dell'applicant

## Part VIII. Declaration on honour

To be completed by the person authorised 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, 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 iudicata~~ ~~res iudicata~~;

(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 iudicata~~ ~~res iudicata~~ 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):

Signature:

Stamp of the applicant:

Name in capital letters:



Position/function:

<sup>1</sup> Council Regulation N° 1505/2002 (DU L245 of 15/09/2002) Commission Regulations N° 2342/2002 (DU L357 of 31/12/2002) and N° 1245/2006 (DU L227 of 17/05/2006). These can be consulted in the Official Journal online at <http://eur-lex.europa.eu/>

Importo  
richiesto




# E-FORM (tutte le altre Azioni)



\*Youth In Action\* Programme

Application Form  
Programme Guide: 2012  
Youth in Action



Form version: 3.5 / Adobe Reader version: 10.1

### GENERAL INFORMATION

Before completing this application form, please read the relevant sections of the Youth in Action Programme Guide. Links to these documents and further information can be found on the Youth in Action Programme website:  
[http://ec.europa.eu/youth/index\\_en.htm](http://ec.europa.eu/youth/index_en.htm)  
and on your National Agency's website, whose address can be found at [http://ec.europa.eu/youth/youth/doc152\\_en.htm](http://ec.europa.eu/youth/youth/doc152_en.htm) (or below in the section "National Agency" of this form).  
In accordance with standard European Commission practice, the information provided in your application form may be used in order to evaluate and monitor the implementation of Youth in Action Programme. The relevant data protection regulations will be respected.

### SUBMISSION

Context


Programme	NA Youth in Action (YIA NA)	
Programme Guide	2012	
Action	Youth for Europe (yia-na-action1)	
Sub-Action	Youth Exchanges (yia-na-action1-action11)	
Round	Round 1: 01/02/2012	
Deadline	01-02-2012	
Project title	TITOLO DEL PROGETTO	
Project acronym (if any)		
Project venue(s)	ROMA	IT - ITALY
Application language	IT - Italian	

Type of Activity

Type of Activity	Bilateral exchange
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Project identifiers

This section is filled in automatically


Applicant name	TIZIANA
Submission id	338386
Form hash code	 DAB78BF7C5D3FBC5

Form hash code: DAB78BF7C5D3FBC5  
This form has been submitted online on: 2012-01-16 11:09:46. Submission ID: 338386.


Validate

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- L'e-form va salvato sul computer, compilato e presentato online.
- Il documento inoltrato online deve essere stampato, firmato, corredato degli eventuali preliminary agreement e spedito preferibilmente in **duplice copia** all'ANG;
- va redatto in italiano tranne la parte relativa al **summary** del progetto che **deve** essere scritto in inglese o in **francese** o in **tedesco**;
- i preliminary agreement devono pervenire in originale o fax (con tracciabilità).



Youth



Istruzione e cultura  
Giovani in azione






ANG  
AGENZIA NAZIONALE PER I GIOVANI

# E-FORM: Preliminary Agreement

Nome  
organizzazione/  
ente partner

Titolo del progetto

   
Education and Culture DG  
"Youth in Action" Programme

Application Form  
Programme Guide: 2012  
Youth in Action  
  
Form version: 3.5 / Adobe Reader version: 10.1

**Preliminary agreement of the partner (To be completed and signed in the paper form)**

I, the undersigned, on behalf of

confirm our participation in each stage of the project

I declare having reached an agreement with all the promoters involved in the project with regard to the share of EU grant my organisation/group is entitled to receive in order to implement the project.  
I confirm that my organisation/group has not applied for funding for this project to another National Agency or to the Executive Agency.  
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:

Date:

Signature:

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Data e  
luogo

Firma del  
rappresentante  
legale  
dell'organizzazione  
partner

# Firma della dichiarazione d'onore

Firma originale  
del  
rappresentante  
legale  
dell'applicant



\*Youth In Action\* Programme

Application Form  
Programme Guide: 2012  
Youth in Action



Form version: 3.5 / Adobe Reader version: 10.1

## PART K. DECLARATION OF HONOUR (TO BE COMPLETED AND SIGNED IN THE PAPER FORM)

To be completed by the person authorised 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

1160

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 my organisation has taken the appropriate measures to ensure the protection and safety of participants involved in the project.

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

- 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;
- if they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- if they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- 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;
- 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;
- 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;
- if, on the date of the grant award procedure, they are subject to a conflict of interest;
- 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 work programme.

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):

Signature:

Stamp of the applicant (if available):

Name in capital letters:

Position/function:



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This form has been submitted online on: 2012-01-16 11:09:46. Submission ID: 338386.

Validate

AGENZIA NAZIONALE PER I GIOVANI



## Documentazione aggiuntiva

- è obbligatorio allegare alla domanda di contributo, lo statuto e l'atto costitutivo dell'applicant del progetto, fotocopia degli originali registrati;
- 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)

Per le Azioni 11, 21, 31 e 43 si consiglia la stesura di  
un partnership agreement



# GRAZIE PER L'ATTENZIONE !

## DOMANDE

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

