



European Commission
Information Society and Media Directorate-General
Digital Content & Cognitive Systems

eContentplus programme

GUIDE FOR PROPOSERS 2007

May 2007

<http://ec.europa.eu/econtentplus>

Foreword

The Guide

The Guide for Proposers is part of the information necessary to make a **project proposal** in response to calls for proposals under the *eContentplus* programme. It provides guidance on how to prepare and submit a proposal.

It is accompanied by an appendix which contains the proposal submission forms (Parts A, B and C).

Additional Information

The additional documents you will need to prepare a **proposal** are:

1. The **European Parliament and Council Decision** setting the objectives of the programme.
2. The **Work Programme for 2007** which provides the description of the actions, the means to implement the programme and the evaluation criteria.
3. The **call for proposals for 2007**, as published on the programme Web site, detailing which actions are open under a given call and the deadline for proposal submission.
4. The **model grant agreement** for *eContentplus* projects, with annexes, which specifies the terms and conditions to which your consortium will be expected to agree if your proposal is selected for funding.

All the above documents are available for downloading from the *eContentplus* web site at

<http://ec.europa.eu/econtentplus>

or can be obtained from this address:

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Information Society and Media Directorate-General
eContentplus
Office EUFO 1181
Rue Alcide de Gasperi
L-2920 Luxembourg, Luxembourg
Fax: +352-4301-30269
E-mail: econtentplus@ec.europa.eu

This Guide for Proposers does not supersede the rules and conditions laid out in the European Parliament and Council Decision establishing the programme, in the associated calls for proposals and in the Financial Regulation applicable to the General Budget of the European Communities.

Table of Contents

| | | |
|-------------|---|-----------|
| I. | PROGRAMME OBJECTIVES | 4 |
| II. | CALL FOR PROPOSALS AND PROJECT TYPES | 4 |
| III. | PARTICIPATION | 5 |
| III.1. | APPLICANTS | 5 |
| III.2. | NUMBER OF APPLICANTS | 5 |
| IV. | PREPARATION AND SUBMISSION | 6 |
| IV.1. | PROPOSAL STRUCTURE | 6 |
| IV.2. | PROPOSAL FORMS..... | 6 |
| IV.3. | OPERATIONAL AND FINANCIAL CAPACITY | 6 |
| IV.4. | LANGUAGE | 6 |
| IV.5. | APPLICANTS' AGREEMENT | 7 |
| IV.6. | SUBMISSION DEADLINE | 7 |
| IV.7. | SUBMISSION METHOD | 7 |
| IV.8. | CHECK LIST FOR PROPOSALS | 9 |
| V. | EVALUATION OF PROPOSALS | 10 |
| V.1. | GENERAL PRINCIPLES | 10 |
| V.2. | EVALUATORS | 10 |
| V.2.1. | <i>Evaluation committee</i> | 10 |
| V.2.2. | <i>Appointment of outside experts as evaluators</i> | 10 |
| V.3. | EVALUATION PROCESS | 10 |
| VI. | GRANT AGREEMENT | 11 |
| VI.1. | NEGOTIATIONS | 11 |
| VI.1.1. | <i>Financial viability of proposal applicants</i> | 12 |
| VI.1.2. | <i>Conclusion of negotiations</i> | 12 |
| VI.2. | THE GRANT AGREEMENT SIGNATURE AND ENTRY INTO FORCE | 12 |
| VI.3. | CONSORTIUM STRUCTURE | 12 |
| VI.3.1. | <i>The co-ordination of the project</i> | 13 |
| VI.3.2. | <i>Technical collective responsibility</i> | 13 |
| VI.3.3. | <i>Financial joint responsibility</i> | 13 |
| VI.3.4. | <i>Evolution of the consortium</i> | 13 |
| VI.4. | FINANCIAL CONTRIBUTION OF THE COMMUNITY | 13 |
| VI.4.1. | <i>Incurred eligible project costs</i> | 13 |
| VI.4.2. | <i>Maximum rate of Community contribution</i> | 14 |
| VI.4.3. | <i>Pre-financing</i> | 15 |
| VI.4.4. | <i>Final payment</i> | 15 |
| VII. | ASSISTANCE TO PROPOSERS | 15 |
| VII.1. | eCONTENTPLUS WEB SITE..... | 15 |
| VII.2. | FREQUENTLY ASKED QUESTIONS | 15 |
| VII.3. | INFORMATION DAYS | 15 |
| VII.4. | eCONTENTPLUS HELPDESK | 16 |
| VII.5. | PRE-PROPOSAL SERVICE | 16 |
| VII.6. | SOME RECOMMENDATIONS..... | 16 |

APPENDICES

- HOW TO COMPLETE THE PROPOSAL FORMS
- PART A: FORMS A1-A4
- PART B: DESCRIPTION OF OBJECTIVES AND WORKPLAN
- PART C: FINANCIAL VIABILITY FORMS

I. Programme objectives

The **objectives** and **actions** of the *eContentplus* programme are laid down in the European Parliament and Council Decision of 9 March 2005¹ with the main objective of making digital content in Europe more accessible, usable and exploitable.

The *eContentplus* Work Programme and call for proposals for 2007 specify the actions open in 2007 and set the scope of the actions under which proposals can be submitted. **Please read the Work Programme carefully before you start preparing a proposal.**

II. Call for proposals and project types

A single call for proposals, with a **fixed deadline**, is foreseen for 2007.

Three project types are supported: **best practice networks, targeted projects** and **thematic networks**.

Part B of this Guide contains a template for each of the three project types. Proposers should use the appropriate template to describe their objectives and work plan.

The financial instrument will be grants to projects. All such grants need to be co-financed by the beneficiaries, who will need to demonstrate in the proposal their contribution to the project.

¹ Decision No. 456/2005/EC of 9 March 2005, OJ L 79, 24.03.2005, p.1.

Projects overview

| Project Types | Typical EU Contribution* | Typical Duration (in months) | Typical country coverage** |
|--|--|------------------------------|----------------------------|
| Best Practice Networks | €4-6 Mio euro. Up to 80% of direct costs (i.e. no overheads) | Typically 18-24 (up to 36) | 14-27 |
| Targeted Projects | 2 – 5 Mio euro. Up to 50% of direct and indirect costs. Indirect costs are calculated as up to 30% of personnel costs. | Typically 18-24 (up to 36) | 7 – 18 |
| Thematic Network (Language resources) | 0.4 – 1 Mio euro. Up to 100% of direct costs (i.e. no overheads) for co-ordinating and implementing the network: Costs for beneficiaries other than the co-ordinator are limited to travel and subsistence. | Up to 36 months | 13 - 25 |

* For details of the financial Community contribution see VI.4.

** “Country coverage” is not the same as number of applicants (see III.2) - it means countries on which the project would impact.

III. Participation

III.1. Applicants

Participation in the programme is open to legal entities established in the EU Member States (**Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, The Netherlands, United Kingdom**).

It is further open to participation of legal entities established in EFTA States which are contracting parties to the EEA Agreement (**Norway, Iceland and Liechtenstein**), in accordance with the provisions of that Agreement.

Legal entities established in the candidate countries (**Croatia, Turkey and the Former Yugoslav Republic of Macedonia**) can take part in a proposal, but will only receive funding if a bilateral agreement with the relevant country has been concluded to this effect.

No bilateral agreement has been concluded so far.

Participation in the programme may be opened, without financial support from the Community, to legal entities established in third countries and to international organisations, where such participation contributes effectively to the implementation of the Programme.

Up to date information on which countries are part of the programme is available on the programme web site at <http://ec.europa.eu/econtentplus>.

III.2. Number of applicants

There are no formal minimum or maximum requirements for the number of applicants in proposals. Proposals may be submitted by a single legal entity or by a consortium established in an EU Member State or in another eligible country (see III.1).

The European added value of the proposal will however have to be clearly demonstrated. A proposal for an activity carried out in a single country and involving only applicants from that country is unlikely to have European added value.

IV. Preparation and submission

IV.1. Proposal structure

A proposal consists of three parts:

Part A provides legal and administrative information about the proposal and the applicants as well as details on the funding requested.

Part B is a structured description of the proposed work. It presents the objectives of the project, summarises its rationale and background. It further describes the applicants and their role, the work plan and management. Part B also includes information on the financing plan of the proposal (how the applicants intend to provide co-financing for the proposed project).

Part C provides information on the financial capacity of the proposing organisations to co-finance the proposed project. This information is essential for a proper evaluation and will help in the preparation of a grant agreement if the proposal is successful.

IV.2. Proposal forms

The forms and layout instructions are included in the Appendix – Parts A, B and C.

Please read the instructions in each part of the proposal forms carefully. For instance, the legal name and the legal address of an applicant must correspond exactly to the name and address occurring in e.g. national company registers for companies and in national laws/by-laws/statutes for universities.

Applicants must indicate the proposal short title (acronym²) at the top of every page of part B and all annexes. Pages must be clearly numbered.

A proposal can only be for one single action³. Applicants wishing to make proposals under two (or more) actions should fill out a separate **complete** set of forms for each one.

IV.3. Operational and financial capacity

Applicants must demonstrate that they have the financial and operational capacity to successfully complete the proposed project. The organisation's accounts as requested in part C and the curricula vitae of key personnel as requested in part B are hence key input for the application of the award and selection criteria (see chapter V, Evaluation), whilst further information may be requested by the Commission at a later stage. Public bodies are exempted from the verification of financial capacity.

IV.4. Language

Proposals may be submitted in any official language of the European Union. In order to facilitate assessment by outside experts, however, applicants intending to submit a proposal in a language other than English are kindly invited to add an **English translation** of at least the narrative part of the proposal (part B, see below).

² The applicants shall bear sole responsibility for assessing that the use of acronyms does not infringe existing trademarks, registered patents and other similar rights.

³ If more than one action has been ticked in form A1, or if the action ticked is inconsistent with the rest of the forms, the proposal will be evaluated under the most appropriate action in the light of the documentation provided.

IV.5. Applicants' agreement

When submitting a proposal on behalf of the consortium members, in Form A1 (see Appendix - part A) the co-ordinator declares that (s)he is acting on behalf of all applicants, all of whom

- are aware of the proposal
- agree with its content and submission
- have the necessary internal authorisations to commit their organisation to submitting the proposal
- are aware that the proposed project may receive only one grant from the Community budget.

The European Commission reserves the right in case of non-compliance with these conditions to eliminate the proposal from the evaluation and/or negotiation process at any time.

IV.6. Submission deadline

Proposals must be received by the Commission before the call deadline specified in the call text. The deadline is published in the call for proposals on the eContentplus website and in the Official Journal of the European Union.

Please note that the deadline applies to **receipt by the Commission**. No responsibility is taken for the late delivery of proposals. Proposals received **after** the submission deadline will not be considered.

IV.7. Submission method

- ⊘ Proposals must be prepared and submitted to the Commission on paper in one (1) original and five (5) copies, accompanied by an electronic copy on CD-ROM.
- ⊘ Proposals must be completed in all parts and must be sent by *registered post, hand delivered* or sent by *courier service*.
- ⊘ Proposals submitted by fax or e-mail will **not** be accepted.
- ⊘ Proposals submitted to the Commission will not be returned.

Filling in the Forms

The templates of the forms can be downloaded from the programme website.

Forms will be machine-read at the Commission. To avoid misreading of your proposal details, we would kindly ask you to carefully follow the notes below:

- 4 Print the A and C forms directly from the provided Excel files.
- 4 For numbers, please round to the nearest integer. Do not insert any character or space to separate the digits in a number.
- 4 Remember to indicate the proposal acronym on all pages of the proposal.
- 4 All costs must be given in EUR (and not kilo EUR) and must exclude value-added tax (VAT).

Packaging and Delivery

Proposals should be prepared and submitted as follows:

- 4 one complete unbound original of all parts
- 4 five bound copies of all parts
- 4 a CD-ROM with the electronic version of the proposal containing all administrative forms in excel format and the Description of work in PDF format.

- One Excel file named “forms_A1_A3_coordinator.xls” containing A1 and A3 forms to be prepared **only** for the co-ordinator. Please make sure that in form A3 (budget table) the applicant number and the Organisation short name match the A2 forms provided by each applicant.
- One Excel file for each applicant (co-ordinator included) created from “forms_applicant_XX.xls” containing the A2, A4, C1 and C2 forms, to be named as ”forms_applicant_01.xls” (the co-ordinator is always applicant number one) ”forms_applicant_02.xls” etc.. (Please make sure to use the same numbering for all applicants in the A2 and A3 forms, which are completed by the coordinator.
- 1 PDF containing part B with the description of work named as “[project acronym]_part_B.pdf”

A package should contain **only one** proposal with the original, the respective copies and the CD-ROM. If you wish to submit more than one proposal, please send each proposal in a separate package.

Each proposal should be sent to the address of the European Commission specified in the call notice

*European Commission
Information Society and Media Directorate General
The eContentplus Programme - Office EUFO 1181
Jean Monnet Building
Rue Alcide de Gasperi
L-2920 Luxembourg*

and marked as follows:

eContentplus proposal – Call action as indicated in the call notice.

Once a proposal has been received and registered by the Commission, an acknowledgement of receipt will be dispatched.

IV.8. Check list for proposals

Experience shows that a number of checks are useful before submitting a proposal:

| Action | Completed |
|--|-----------|
| Are all parts of the Proposal complete? | |
| 4 Part A: Forms A2 and A4 one for each applicant (co-ordinator included); Forms A1 and A3 for co-ordinator only | |
| 4 Part B: Narrative description of work | |
| 4 Part C⁴: Forms C1 and C2 one for each applicant (co-ordinator included) | |
| Have you prepared one unbound original of all parts? | |
| Have you prepared five bound copies of all parts? | |
| Is the CD-ROM with the electronic versions complete? | |
| 4 1 Excel file called "forms_A1_A3_coordinator.xls" for the co-ordinator only | |
| 4 One Excel file for each applicant (co-ordinator included), containing forms A2, A4, C1 and C2, named as "form_applicant_01.xls" (the co-ordinator is always applicant number one), "form_applicant_02.xls", etc. | |
| 4 1 PDF containing part B with the narrative description of work named as "[project acronym]_part_B.pdf" | |
| Have you addressed the proposal to the Commission address specified in the call notice and marked it "eContentplus proposal – Call action as indicated in the call notice"? | |
| Make sure that your proposal arrives at the Commission by the date and time set in the call notice | |

⁴ The C forms are not needed for public sector organisations nor for members of thematic networks other than the coordinator

V. Evaluation of proposals

V.1. General principles

The evaluation of proposals will be based on the principles of transparency and equality of treatment. It will be carried out by the Commission with the assistance of outside experts. All proposals will be treated in strict confidence.

Each submission will be assessed on the basis of the evaluation criteria, which are divided in three categories: **eligibility criteria, award criteria, selection criteria**. Only proposals meeting the requirements of the eligibility criteria shall be evaluated further.

The description of the evaluation criteria is presented in the Work Programme. The evaluation mechanism and process are presented here below.

V.2. Evaluators

V.2.1. Evaluation committee

The Commission appoints an *evaluation committee* of at least three Commission officials to evaluate the proposals submitted in response to a call. The evaluation committee is responsible for carrying out the evaluation. The evaluation committee will be assisted by Commission staff and outside experts.

Upon completion of their work, the members of the evaluation committee will sign a record of all the proposals examined, containing an assessment of their quality and identifying those which are recommended for funding.

V.2.2. Appointment of outside experts as evaluators

Outside experts, i.e. experts who are working in a personal capacity and in performing the work do not represent any organisation, assist the evaluation committee in the evaluation of proposals. Experts are selected from lists established in response to a call for expression of interest published in the Official Journal⁵ and on the eContentplus web site. Registration to the expert database can be done through the programme web site.

Experts are selected on the basis of their curricula, demonstrating their skills and knowledge in the areas of activity in which they are asked to assist. All experts must possess an adequate professional experience in the public or private sector relevant to one or more of the areas covered by the actions of the *eContentplus* programme. Experts must also have appropriate language skills in view of the proposals to be evaluated.

Further information on the conditions and specifications for eContentplus experts is available on the programme web site at <http://ec.europa.eu/econtentplus>.

V.3. Evaluation Process

The evaluation of the submissions received in response to the call will be carried out through the following stages:

1. Opening, registration and acknowledgement of submissions
2. Verification of eligibility of proposals

⁵ Official Journal C 156 of 28.06.2005, p.23

3. Evaluation of proposals based on the award criteria assisted by outside experts. This is a two-stage process:
 - a. Stage 1: In stage 1 proposals are evaluated against criterion 1 (Relevance and European Dimension). Proposals that do not receive a mark of at least 6/10 are not examined further. Proposers should provide sufficient information for assessing this criterion in sections 1-3 of part B of the proposal.
 - b. Stage 2: In stage 2 proposals having received a mark of at least 6/10 on criterion 1 (Relevance and European Dimension) are evaluated against all remaining award criteria, and lists of proposals recommended for funding are established.
4. Application of selection criteria to proposals of sufficient quality with regard to the award criteria.
5. Final evaluation report

The above mentioned stages will be conducted under the supervision of the evaluation committee.

Once the evaluation report has been finalised, the Commission will notify co-ordinators of proposals of the outcome of the evaluation and establish a list of proposals to be retained for negotiating a grant agreement.

VI. Grant agreement

VI.1. Negotiations

Negotiations are aimed at offering grant agreements to the successfully negotiated projects.

The basic model grant agreement is not negotiable. Applicants are invited to read carefully this document and its annexes, especially the General Conditions, before agreeing to submit a proposal. The model grant agreement can be downloaded from the Programme web site.

Negotiations will cover technical, legal or financial aspects of the proposal, based on the results of the evaluation.

The technical aspects of negotiations would cover revisions to the proposed project work plan and adjustments to it, resulting from the evaluation. The legal aspects would cover review of any special contractual clauses or conditions required for the project, and other aspects relating to the development of the final grant agreement (including project start date, timing of deliverables - in particular audit certificates and other legal requirements). The financial aspects would cover the total budget and the EC contribution, the amount of the initial pre-financing, timing of reporting and payments and, if necessary, any financial security which may be requested by the Commission.

Applicants must certify that they are not in one of the situations listed in the Work Programme (chapter 8.2.1). Any potential beneficiary, who cannot certify that none of the above situations apply, shall be excluded from participation.

In addition, any potential beneficiary subject to a conflict of interest or having been found guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the process leading up to conclusion of the grant agreement or failing to supply this information shall be excluded from participation in any future grant agreement.

If it proves impossible to reach agreement with any applicants within a reasonable deadline that the Commission may impose, negotiations on grant agreement preparation may be terminated and the proposal rejected by the Commission.

VI.1.1. *Financial viability of proposal applicants*

Further administrative and financial information might be required to assess the viability of the proposed project as the applicants will have to demonstrate that they have all the human, financial and technical resources required for carrying out the project.

As a general rule, public sector bodies are considered to be financially viable. In all other cases (including e.g. companies, associations and non-governmental non-profit bodies), the financial viability of the applicants will be assessed and the Commission may seek to safeguard its interest by asking for a bank guarantee or other suitable measures.

VI.1.2. *Conclusion of negotiations*

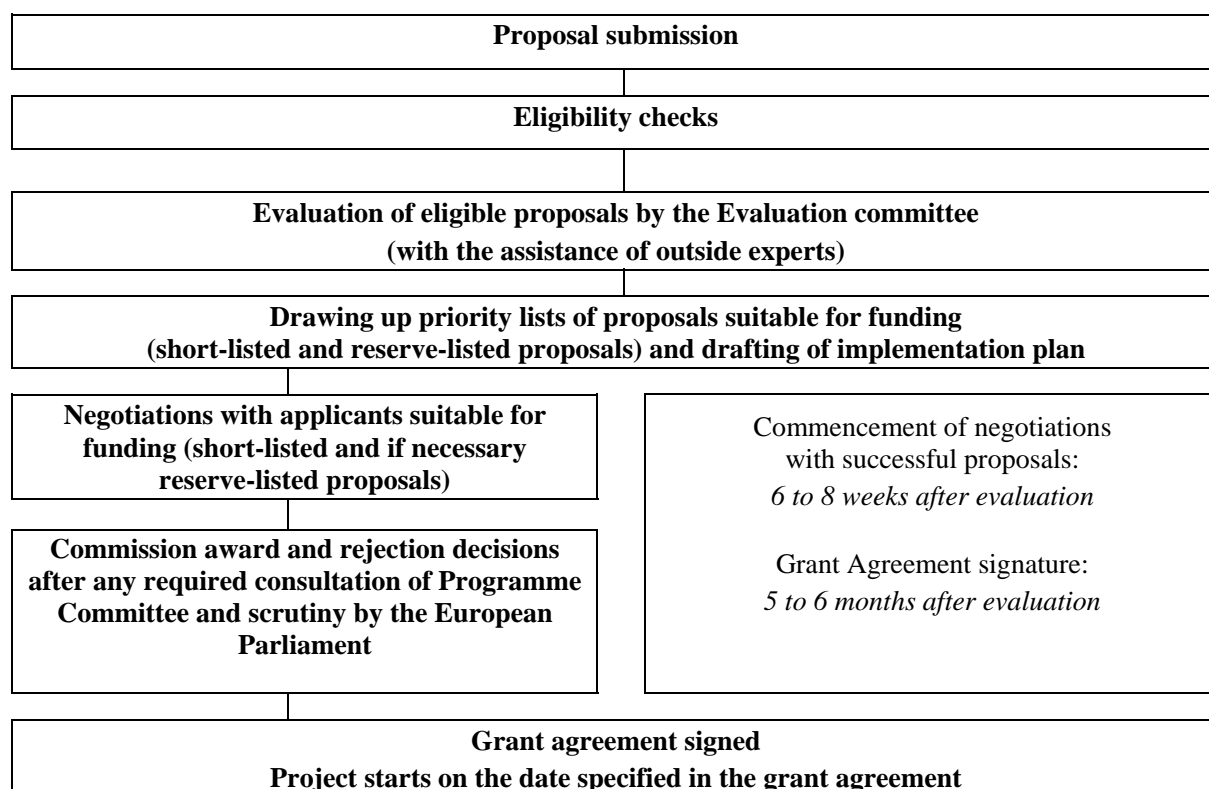
On successful conclusion of these negotiations, the Commission will – after consulting the Programme Committee –take decisions on the projects selected for the award of a Community grant.

VI.2. *The grant agreement signature and entry into force*

The grant agreement will be sent to the co-ordinator of the project for signature and will enter into force following its signature also by the Commission. The other beneficiaries will have only to complete and sign ANNEX III Form A – “Consent of the beneficiaries to accede to the agreement”. This form will be then transmitted to the Commission by the co-ordinator by the date specified in the grant agreement.

The project will start on the date agreed upon during project negotiations.

The table below gives an overview of the process from proposal stage to grant agreement signature:



VI.3. *Consortium structure*

Applicants should read carefully the model grant agreement and its annexes. The following points are relevant to the structure of the proposal.

VI.3.1. The co-ordination of the project

Within a consortium, applicants shall designate one of the applicants to carry out the co-ordination function.

The co-ordinator is the liaison between the beneficiaries and the Commission, responsible e.g. for collecting, integrating and submitting project deliverables, and for distributing the funds received from the Commission.

It should be noted that the successful management of the project is a joint commitment of all the beneficiaries.

Sufficient resources must be allocated to the co-ordination and management of the project.

VI.3.2. Technical collective responsibility

As laid down in the model grant agreement (art. II.7), the technical implementation of the project will be the collective responsibility of the beneficiaries. To that end, each beneficiary shall take all necessary and reasonable measures to attain the objectives of the project, and to carry out the work incumbent on a defaulting beneficiary.

VI.3.3. Financial joint responsibility

As laid down in the model grant agreement (art. II.8), if a beneficiary does not honour a reimbursement to the Commission, the remaining members of the consortium will have to reimburse the amount due to the Commission.

VI.3.4. Evolution of the consortium

As laid down in the model grant agreement (art. 3), the consortium may be enlarged to include other legal entities, which will accede to the grant agreement by means of form B (set out in Annex III to the grant agreement), subject to acceptance by the Commission.

VI.4. Financial contribution of the Community

The Commission provides a financial contribution to the actual eligible costs incurred for execution of the project work for which a grant has been awarded.

VI.4.1. Incurred eligible project costs

Beneficiaries are required to identify and declare their eligible costs by the submission of intermediate and final financial statements based on the **actual costs** incurred in the execution of the action. Supporting documents, which justify these costs, must be retained for at least five years from the end of each payment to permit auditing by Commission services or other institutions, e.g. the European Court of Auditors.

A cost shall be considered as eligible only where it is necessary for and has occurred during the project and is provided for in the grant agreement. It shall be reimbursed if the amount has actually been spent and recorded in the accounts. No profit may be included.

The different categories of **project-related costs** that are eligible for Commission funding are the following:

Direct Costs

Personnel costs: subject to the grant agreement terms, personnel directly carrying out work under the project; time devoted to the project shall be recorded.

Travel and subsistence: The amount for travel and subsistence costs of personnel working for the project, calculated on the basis of the usual practices of the beneficiary. The prior agreement of the

Commission will be required for any destination outside the territory of a Member State, an associated state or a third country where a beneficiary is established.

Subcontracting: Applicants must be able to carry out the proposed work to be performed. However, where it is necessary to subcontract certain elements of the work, this should be clearly identified in part B of the proposal. Any subcontract, in order to be claimed as an eligible cost, must be awarded to the bid offering best value for money (best price-quality ratio), under conditions of transparency and equal treatment.

The Commission's prior written approval will be required in the following cases:

- (a) where the cumulative amount of the subcontracts of a beneficiary exceeds:
 - 20% of his estimated eligible costs,
 - EUR 100 000,whichever amount is the lower;
- b) where the subcontractor is established in a third country.

Other specific costs: Costs for the organisation of workshops and conferences, Web site hosting, Web site design, printing, translation, the acquisition of software licenses, the cost of certification of financial statements or the direct costs incurred in the setting-up of financial guarantees requested by the Commission are eligible costs not requiring specific approval by the Commission. Other costs belonging to this category shall only be eligible subject to written approval by the Commission unless they are already provided for in Annex I (Description of work) to the grant agreement.

Indirect Costs

Overheads may be charged on a flat rate basis amounting to up to 30% of the personnel costs. A beneficiary may request a lower percentage when this is required, for instance, by his internal rules.

Overheads cover the following costs, which may not be charged separately: general management and administration costs, depreciation of buildings and equipment, rent, heating, water, electricity, office furniture, personal computers, office supplies including printer ink and stationery, telecommunications and postal charges.

VI.4.2. Maximum rate of Community contribution

Targeted Projects

The Community financial contribution for targeted projects will be up to 50% of **direct and indirect** eligible costs (as defined in the model grant agreement).

Best Practice Networks

The Community financial contribution for best practice networks will be up to 80% of **direct** eligible costs (as defined in the model grant agreement⁶), i.e. **no indirect costs**.

Thematic Networks

Eligible costs for thematic networks will be limited to **direct costs** (as defined in the model grant agreement) of co-ordinating and implementing the network, i.e. **no indirect costs**. The direct costs will be covered at a rate of 100%.

⁶ Best Practice Networks follow the funding model defined in the model grant agreement for Content Enrichment Projects.

Eligible costs for network members other than the co-ordinator are limited to travel and subsistence expenses for events organised by the network or attended by a network member on behalf of the network

Thematic networks should be open to new members and the estimated budget should be calculated to allow for this.

VI.4.3. Pre-financing

For projects, pre-financing will be paid by the Commission within 45 days after the signature of the grant agreement to speed up and facilitate the work. The percentage of pre-financing will vary according to the duration of the project:

- For short projects (less than 18 months), the pre-financing will be 50% of the total Community contribution;
- For longer projects the pre-financing will be paid in instalments. For example, in the case of a 24 months project, there will be a first instalment of 40% of the total Community contribution at the beginning of the project and a second instalment of 40% of the total Community contribution at a date defined in Annex I of the grant agreement (e.g. 12 months later).

The pre-financing may be reduced or partly retained to protect the Community's financial interests.

In certain circumstances the Commission may request financial or other guarantees to ensure the security of any pre-financing made.

Payment of the second and subsequent instalments will be conditional on the approval by the Commission of the deliverables due for the period and of a statement that the consortium has incurred eligible costs by that instalment date equivalent to at least 70% of the total amount of any earlier pre-financing.

VI.4.4. Final payment

The final payment will be based on the submission of a final financial statement by each beneficiary detailing all the eligible costs incurred during the project. If the eligible costs are lower than the amount of the pre-financing the beneficiaries will have to reimburse the difference to the Commission.

VII. Assistance to proposers

VII.1. eContentplus web site

Links to all the necessary information to prepare a proposal are available on the *eContentplus* programme web site: <http://ec.europa.eu/econtentplus>

Applicants should periodically check this for latest information

VII.2. Frequently Asked Questions

A list of Frequently Asked Questions (FAQ) is published on the programme web site providing additional clarification on the work programme and the call.

VII.3. Information days

The Commission organises a central information event (Central Infoday) in Luxembourg to disseminate information about the programme or a particular call, and to provide an opportunity for prospective proposers to meet Commission officials and potential applicants.

The National Contact Points for the *eContentplus* programme also organise national Infodays.

These events are posted on the programme web site.

VII.4. eContentplus Helpdesk

Any questions concerning the call not covered in this document or in the material available at the eContentplus web site may be directed to the Helpdesk:

Email: econtentplus@ec.europa.eu

Fax: +352-4301-30269

Web: <http://ec.europa.eu/econtentplus>

Any last-minute information concerning the call will be posted on the Programme web site, which potential applicants should check periodically.

VII.5. Pre-proposal service

A pre-proposal service is provided through the eContentplus helpdesk. Proposers are advised to use the *pre-proposal form* available from the eContentplus website and to submit a completed pre-proposal form **early in the proposal development process** in order to make the most effective use of EC feedback.

The Commission will give comments as quickly as possible. Please note, however, that the Commission comments are indicative and not binding. They do not pre-empt the evaluation of any subsequent full proposal.

VII.6. Some recommendations

J **Grant agreement:** Read the model grant agreement and check that the conditions in it are acceptable for the organisations in your consortium.

J **Presentation:** Good proposals are **precise and concise** providing all the information necessary to convey a comprehensive picture of your project in the proposal documents: neither assumptions, nor external searches (e.g. through links, bibliographical references etc) will be made. Follow the format of the Proposal Submission Forms and the template for the Description of Work for the relevant project type. Evaluators judge on substance, not on number of pages.

J **Award criterion 1:** To avoid early elimination in the evaluation process, make sure that your proposal fully addresses (in sections 1 – 3 of the proposal part B description of Work) the points described under the award criterion "Relevance and European dimension" for the particular action **in the current call**.

J **Common requirements:** Check that your proposal fulfils the common requirements for the type of project you intend to submit.

J **Management:** Make adequate provisions for high-quality management adapted to the scope of the intended project.

J **Partnership:** Applicants should discuss and agree beforehand their respective roles and responsibilities. The consortium should aim at a reasonable distribution of resources and tasks.

J **Competition:** There will be competition, and a weak element in an otherwise good proposal might make it lose out to others. Therefore edit your proposal tightly, strengthen or eliminate weak elements.



European Commission
Information Society and Media Directorate-General
Digital Content & Cognitive Systems

eContentplus programme

GUIDE FOR PROPOSERS 2007

HOW TO COMPLETE THE PROPOSAL SUBMISSION FORMS

May 2007

<http://ec.europa.eu/econtentplus>

How to complete the proposal submission forms A1-A4

Introduction

This document provides guidance on how to complete the proposal submission forms. **These forms are an integral part ('Part A') of your project proposal.** A proposal can only be for a single action.

The forms are designed to collect the administrative information on the consortium proposing the project. This information is necessary for the Commission services to evaluate the proposed project.

Please make sure that the forms are completed in accordance with these Guidelines.

The notes accompanying the forms are intended to help you complete them correctly. However, you should also read the other parts of the Guide for Proposers and the other reference documents which are downloadable from the Programme web site.

The co-ordinator fills in forms A1 and A3

The applicants (including the co-ordinator) fill in one A2 form and one A4 form each.

Please note that some of the fields are filled in automatically.

A1 General information on the proposal

1 Project Acronym

Provide a short title or acronym of no more than 20 characters, to be used to identify the proposal. The same acronym should appear on each page of the proposal (part A and part B) in order to prevent errors during its handling.

2 Action

The action you are applying for. Please select the appropriate action from the drop-down menu.

3 Project type

The **project types** for implementing the 2007 Work Programme are **Best Practice Networks, Targeted Projects and a Thematic Network.** The work programme provides a detailed definition of each project type.

4 Project duration

Please insert the duration of your project in months.

5 Proposal Title

Give a title no longer than 100 characters.

6 Total eligible costs of the project

The total estimated eligible costs of the project in euro. **The data will be automatically retrieved from Form_A3.**

7 Requested EC contribution

Please insert the EC contribution requested for your project. The cost should be expressed in euro, rounding up to the nearest EUR. **The data will be automatically retrieved from Form_A3.**

The maximum EC contribution is as follows:

- **Best Practice Networks:** Maximum EC Contribution \leq 80 % of eligible direct costs
- **Targeted Projects:** Maximum EC Contribution \leq 50 % of eligible direct and indirect costs
- **Thematic Network:** Maximum EC Contribution \leq 100 % of eligible direct costs of co-ordinating and implementing the network. Eligible costs for applicants other than the co-ordinator are limited to travel and subsistence expenses for events organised by the network or attended on behalf of the network

8 Abstract

The project abstract should be a concise presentation of the main features of the proposed project understandable also to the non-specialist in your field. Why is it proposed and what problem is it solving? What are the objectives? How will the objectives be achieved? What results are expected? This project abstract will be used in the evaluation

process and in communications about the proposed project to the interested parties (Commission services, programme committee, etc.). Please use plain typed text, avoiding formulae and other special characters.

A2 Information on Applicants

9 Applicant number

The number allocated by the consortium to the applicant for this proposal, starting with the **co-ordinator** as applicant No. 1.

10 Applicant role

The role of the applicant within the consortium. The following codes should be used for role:

CO: co-ordinator

AP: applicant (other than the co-ordinator)

11 Organisation legal name

Complete legal name of the organisation. In the case of companies, the legal name and the address must be the name and address appearing in the official trade/company registers, in the case of universities or governmental organisations not registered in trade/company registers, the legal name and address must be the name and address appearing in the law or other constituting documents establishing the organisation. Should the proposed project be retained, all applicants will be required to document the legal name and address by providing excerpts from the official trade/company registers etc. For organisations already participating in other EC funded projects, the name and address must be the same as in these projects.

12 Organisation short name

The short name chosen by the applicant for the proposed project of not more than 10 characters. **Please make sure that the short name chosen for an applicant is used consistently throughout the proposal.**

13 Address data

Fill in the fields with your complete postal address (e.g. if the P.O. Box is sufficient, you do not have to give a street name) as well as with your internet address.

14 Country

Insert the name of your country as commonly used. Please choose the corresponding official country code as indicated in the table below.

| <i>Code</i> | <i>Country</i> | <i>Code</i> | <i>Country</i> | <i>Code</i> | <i>Country</i> |
|-------------|----------------|-------------|----------------|-------------|---|
| AT | Austria | LT | Lithuania | TR | Turkey |
| BE | Belgium | LU | Luxembourg | HR | Croatia |
| BG | Bulgaria | LV | Latvia | MK | The Former Yugoslav Republic of Macedonia |
| CY | Rep. of Cyprus | MT | Malta | CH | Switzerland |
| CZ | Czech Republic | NL | Netherlands | YU | Serbia and Montenegro |
| DE | Germany | PL | Poland | RU | Russian Federation |
| DK | Denmark | PT | Portugal | CA | Canada |
| EE | Estonia | RO | Romania | IL | Israel |
| ES | Spain | SE | Sweden | UA | Ukraine |
| FI | Finland | SI | Slovenia | US | United States |
| FR | France | SK | Slovakia | | |
| GR | Greece | UK | United Kingdom | | |
| HU | Hungary | IS | Iceland | | |
| IE | Ireland | LI | Liechtenstein | RE | Rest of Europe |
| IT | Italy | NO | Norway | RW | Rest of World |

15 Legal Status

Please use the appropriate one of the following codes:

GOV: Governmental (i.e. local, regional or national public or governmental organisations e.g. libraries, hospitals, schools);

- INO:** International Organisation (i.e. an international organisation established by national governments);
- PUC:** Public Commercial Organisation (i.e. commercial organisation established and owned by a public authority);
- PRC:** Private Commercial Organisation including consultancies (i.e. any commercial organisations owned by individuals either directly or by shares);
- EEL:** European Economic Interest Group
- PNP:** Private Organisation, Non Profit (i.e. any privately owned non-profit organisation)

16 Activity type

Indicate the principal activity of your organisation. Please use the appropriate one of the following codes:

- REC:** Research (i. e. organisations only or mainly established for research purposes);
- HES:** Higher Education (i. e. organisations only or mainly established for higher education/training, e. g. universities, and colleges);
- IND:** Industry (i. e. both **private** and **public** organisations, both **manufacturing** and **services** – such as industrial software, design, control, repair, maintenance);
- OTH:** Others (this category only applies to few organisations, namely the ones not falling under any of the above categories, e.g. public administrations).

17 Number of employees

All applicants should fill in this field. **The figures should be for the legal organisation as a whole and not just for the department carrying out the work.** The contribution of part-time staff should be accounted for full-time equivalents.

18 Annual turnover

Universities or other public organisations not having an analytical accountancy system do not have to fill in this field. Information from the most recent accounting year should be used. **The data will be automatically retrieved from Form_C1.**

19 Annual Balance Sheet Total (i.e., total of assets or total of liabilities)

Universities or other public organisations not having an analytical accountancy system do not have to fill in this field. **The data will be automatically retrieved from Form_C1.**

20 Contact person for the project

This is the person within the organisation who acts as contact person for the organisation and is responsible for managing the proposed project.

21 Title

For example: Prof., Dr., Mr., Ms., etc.

22 Gender

Please indicate the gender of the contact person.

23 Department/Faculty/Institute/Laboratory name

Where applicable, insert the name of the department, faculty, institute or laboratory that will carry out the work.

24 Phone and fax numbers

Please insert the full numbers including country and city/area code (example +32-2-2991111).

25 email address

Enter a valid email address of the contact person for the project

26 Dependencies between applicants

Two applicants (legal entities) are dependent on each other where there is a controlling relationship between them:

- 4 A legal entity is under the same direct or indirect control as another legal entity,
- or**
- 4 A legal entity directly or indirectly controls another legal entity,

or

4 A legal entity is directly or indirectly controlled by another legal entity.

Control:

Legal entity A controls legal entity B if:

4 A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,

or

4 A, directly or indirectly, holds in fact or in law the decision-making power in B

Direct or indirect holding of more than 50% of the nominal value of the issued share capital in a legal entity or a majority of voting rights of the shareholders or associates of the said entity by public investment corporations, institutional investors or venture-capital companies and funds shall not in itself constitute a controlling relationship.

Ownership or supervision of *legal entities* by the same *public body* shall not in itself give rise to a controlling relationship between them.

27 Nature of dependence

Insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other applicant(s) you are related with:

SG: Same group: if your organisation and the other applicant are controlled by the same third party

CLS: Controls: if your organisation controls the other applicant

CLB: Controlled by: if your organisation is controlled by the other applicant

28 Previously submitted similar proposals

If you have previously submitted the same project proposal or one similar in content to any European Community programme, you should indicate the details here. If more than one project proposal has been or is being submitted, please list these in part B of the project proposal.

A3 Estimated budget for the project

29 Labour effort in number of man months

Total number of the expected effort in man months for each applicant. The information on this form has to be consistent with the information given in part B of the proposal. N.B.: For Thematic Networks, only relevant for network co-ordinator.

30 Personnel

For each applicant, the estimated cost of personnel directly carrying out work under the project. N.B.: For Thematic Networks, only relevant for network co-ordinator. All figures have to be in EURO

31 Subcontracting

If applicable, the estimated cost of allocating a specific task or tasks to subcontractors. Where it is necessary to subcontract certain elements of the work, this should be clearly identified in part B of the proposal. Any subcontract, in order to be claimed as an eligible cost, must be awarded to the bid offering best value for money (best price-quality ratio), under conditions of transparency and equal treatment. N.B.: For Thematic Networks, only relevant for network co-ordinator. All figures have to be in EURO

32 Travel & Subsistence

Estimated travel and related subsistence costs necessary for the project may be charged under this cost category. All figures have to be in EURO

33 Other specific costs

If applicable, an estimate of any costs incurred by each applicant which do not fall into the personnel, subcontracting, travel & subsistence and overheads categories. Costs for the organisation of workshops and conferences, Web site hosting, Web site design, printing, translation, the acquisition of software

licenses, the cost of certification of financial statements or the direct costs incurred in the setting-up of financial guarantees requested by the Commission are eligible costs not requiring specific approval by the Commission. N.B.: For Thematic Networks, only relevant for network co-ordinator. All figures have to be in EURO

34 Indirect costs / Overheads

Beneficiaries of Targeted Projects may charge overheads on a flat rate basis amounting to up to 30% of the personnel costs. A beneficiary may request a lower percentage when this is required, for instance, by his internal rules.

Overheads cover the following costs, which may not be charged separately: general management and administration costs, depreciation of buildings and equipment, rent, heating, water, electricity, office furniture, personal computers, office supplies including printer ink and stationery, telecommunications and postal charges. All figures have to be in EURO

The form checks automatically if you may charge overheads depending on the project type. If a cell turns red in this column, please check if the selected project type allows for overheads and the maximum overhead rate is not exceeded.

35 Requested Community funding

Please insert the EC contribution requested for your project. The cost should be expressed in EURO, rounding up to the nearest amount.

The maximum EC contribution is as follows:

- **Best Practice Networks:** Maximum EC Contribution \leq 80 % of eligible direct costs
- **Targeted Projects:** Maximum EC Contribution \leq 50 % of eligible direct and indirect costs
- **Thematic Network:** Maximum EC Contribution \leq 100 % of eligible direct costs of co-ordinating and implementing the network. Eligible costs for applicants other than the co-ordinator are limited to travel and subsistence expenses for events organised by the network or attended on behalf of the network

The form checks automatically if the requirements for the maximum EC contributions are met. Should a cell turn red in this column you need to check if the amount exceeds the maximum contribution for the chosen project type.

A4 Certified Applicant Declaration

36 Authorised Person

This is a person with authority to commit the organisation to participate in a proposal and consequently to sign a grant agreement with the European Commission if the proposed project is retained for funding and the negotiations concluded successfully.

37 Position

The position of the authorised person in the organisation chart.

How to complete the Description of objectives and work plan part B

Please use the appropriate template for your chosen project type.

The Description of Work should not exceed 30 pages, excluding the appendices.

Proposers should provide sufficient information for assessing award criterion 1 - Relevance and European dimension - in sections 1-3 of the Description of Work.

All pages must be numbered and should be headed with the project acronym chosen for the proposed project.

Copying and pasting text from the work programme should be avoided.

How to complete the Financial Viability Information forms(C forms)

Introduction

Government organisations, universities or other such public bodies do not need to complete the C forms.

Applicants other than the co-ordinator for thematic networks do not need to complete the C forms, either.

All other proposers must fill in these forms. They provide the basis for the verification by the Commission services that the organisation has the necessary human and financial resources to carry out the work.

C1 Financial Viability Information

The form should be filled in the currency used by the organisation for their balance sheets and in euro.

38 T0

T0 stands for the latest year for which certified accounts are available.

39 Accounts starting date, duration and closing date

Please indicate the date of the last period of audited accounts of the participant, the duration of the period in months and the applicable closing date.

40 Currency codes

Please use the following currency codes

| <i>Currency</i> | <i>Currency code</i> |
|------------------------|----------------------|
| British pound sterling | GBP |
| Bulgarian Lev | BGN |
| Croatian kuna | HRK |
| Cyprus pound | CYP |
| Czech koruna | CZK |
| Danish krone | DKK |
| Estonian kroon | EEK |
| Euro | EUR |
| Hungarian forint | HUF |
| Icelandic króna | ISK |
| Latvian lats | LVL |

| <i>Currency</i> | <i>Currency code</i> |
|--------------------|----------------------|
| Lithuanian litas | LTL |
| Maltese lira | MTL |
| Norwegian krone | NOK |
| Polish zloty | PLN |
| Romanian leu | ROL |
| Slovak koruna | SKK |
| Slovenian tolar | SIT |
| Swedish krona | SEK |
| Swiss franc | CHF |
| Turkish lira (new) | TRY |
| Other currency | OTH |

For any country not included in this list, please use the Other category for the currency and write out the full name of the currency at the bottom of the page.

41 Euro Exchange rate

Please choose the official euro exchange rate of the month after the closing date of the accounts. Official exchange rates are published on the web site <http://ec.europa.eu/budget/inforeuro>

The tables below provide additional information on the meaning of the fields the balance sheet part of the C1 form.

BALANCE SHEET

ASSETS

| |
|--|
| 1. Subscribed capital unpaid |
| 2. Fixed assets (2.1+2.2+2.3) |
| 2.1. Intangible fixed assets |
| 2.2. Tangible fixed assets |
| 2.3. Financial assets |
| 3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4) |
| 3.1. Stocks |
| 3.2.1. Debtors due after one year |
| 3.2.2. Debtors due within one year |
| 3.3. Cash at bank and in hand |
| 3.4. Other current assets |
| Total assets (1+2+3) |

CORRESPONDENCE 4th ACCOUNTING DIRECTIVE

ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)

| | |
|---|--|
| A. Subscribed capital unpaid | A. Subscribed capital unpaid (including unpaid capital) |
| C. Fixed Assets | |
| B. Formation expenses as defined by national law | B. Formation expenses as defined by national law |
| C. I. Intangible fixed assets | C.I.1. Cost of research and development C.I.2. Concessions, patents, licenses, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account |
| C.II. Tangible fixed assets | C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction |
| C.III. Financial assets | C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III.6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) |
| D. Currents assets | |
| D.I. Stocks | D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account |
| D.II. Debtors, due and payable after more than one year | D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors |
| D.II. Debtors due and payable within a year | D.II.6. Prepayments and accrued income |
| D.IV. Cash at bank and in hand | D.IV. Cash at bank and in hand |
| D.III. Investments | D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments |
| Total assets | |

| |
|--------------------|
| LIABILITIES |
|--------------------|

| |
|--|
| 4. Capital and reserves (4.1+4.2+4.3+4.4) |
| 4.1. Subscribed capital |
| 4.2. Reserves |
| 4.3. Profit and loss brought forward from the previous years |
| 4.4. Profit and loss for the financial year |
| 5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2) |
| 5.1.1 Long term non-bank debt |
| 5.2.1. Long term bank debt |
| 5.1.2. Short term non-bank debt |
| 5.2.2. Short term bank debt |
| Total liabilities (4+5) |

| |
|---|
| LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9) |
|---|

| | |
|---|---|
| A. Capital and reserves | |
| A.I. Subscribed capital A.II. Share premium account | A.I. Subscribed capital A.II. Share premium account |
| A.III. Revaluation reserve A.IV. Reves | A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves |
| A.V Profit and loss brought forward from the previous years | A.V Profit and loss brought forward from the previous years |
| A.VI. Profit or loss for the financial year | A.VI. Profit or loss for the financial year |
| C. Creditors | |
| B. Provisions for liabilities and charges (> one year) C. Creditors (> one year) | B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income |
| C. Creditors "credit institutions" (> one year) | C.2. Amounts owed to credit institutions C.5. Bills of exchange payable |
| B. Provisions for liabilities and charges (Öone year) C. Creditors (Öone year) | B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income |
| C. Creditors "credit institutions" (Öone year) | C.2. Amounts owed to credit institutions C.5. Bills of exchange payable |
| Total Liabilities | |

PROFIT AND LOSS ACCOUNT

| | |
|--|--|
| 6. Turnover | |
| 7. Variation in stocks | |
| 8. Other operating income | |
| 9. Costs of material and consumables | |
| 10. Other operating charges | |
| 11. Staff costs | |
| 12. Gross operating profit (6+7+8-9-10-11) | |
| 13. Depreciation and value adjustments on non financial assets | |
| 14. Net operating profit (12-13) | |
| 15. Financial income and value adjustments on financial assets | |
| 16. Interest paid | |
| 17. Similar charges | |
| 18. Profit or loss on ordinary activities (14+15-16-17) | |
| 19. Extraordinary income and charges | |
| 20. Taxes on profits | |
| 21. Profit or loss for the financial year (18+19-20) | |

PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)

| | |
|---|--|
| 1. Net turnover | 1. Net turnover |
| 2. Variation in stock of finished goods and in work in progress | 2. Variation in stocks of finished goods and in work in progress |
| 3. Work performed by the undertaking for its own purposes and capitalized. | 3. Work performed by the undertaking for its own purposes and capitalized |
| 4. Other operating income | 4. Other operating income |
| 5. (a) Raw materials and consumables | 5. (a) Raw materials and consumables |
| 5. (b) Other external charges | 5. (b) Other external charges |
| 8. Other operating charges | 8. Other operating charges |
| 6. Staff costs | 6. (a) Wages and salaries |
| | 6. (b) social security costs, with a separate indication of those relating to pensions |
| Gross operating profit = [1+2+3+4-(5a+5b+8)] - 6 | |
| 7. Depreciation and value adjustments on non financial assets | 7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned |
| Gross operating profit - Depreciation and value adjustments on non-financial assets = [[1+2+3+4-(5a+5b+8)] - 6] - 7 | |
| Financial income and value adjustments on financial assets | 9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets 13. Interest payable and similar charges |
| Interest paid | |
| Similar Charges | |
| Profit or loss on ordinary activities = [[1+2+3+4-(5a+5b+8)] - 6] - 7] + [(9+10+11)-(12+13)] | 15. Profit or loss on ordinary activities after taxation |
| Extraordinary income and charges | 16. Extraordinary income 17. Extraordinary charges |
| Taxes | 14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items 21. Profit or loss for the financial year ³ |
| Profit or loss for the financial year = [[1+2+3+4-(5a+5b+8)] - 6] - 7] + [(9+10+11)-(12+13)] + (16-17) - (14+19+20)] | |

C2 Participation in EC funded projects

Please insert details of currently running EC funded projects in which your organisation is participating. For each project please insert the title, the Community programme, its starting date and duration, the amount of your organisation total own cost share and the amount of the Community contribution awarded to your organisation.

42 EC Running Projects Title

If you have other running projects co-financed by the Community please insert their name and – if available – a web reference to identify them.

43 EC programme

Please insert the name of the Community programme under which the project is funded.

44 Starting date

Please insert the starting date of the contract governing your project.

45 Duration

Please insert the duration of the project in months.

46 Own Cost share

Please insert the amount in euro of your organisation's estimated own share in the estimated total costs of the project.

47 Community contribution

Please insert the amount in euro of the maximum Community contribution awarded to your organisation for the project in question.

Proposal Submission Forms

| | | | |
|---|--|--------------------------------|-----------|
|  | EUROPEAN COMMISSION Information Society and Media Directorate General Contentplus programme | Call for proposals 2007 | A1 |
|---|--|--------------------------------|-----------|

General Information on the Proposal

| | | | |
|---|---|---|---|
| Proposal N°. | To be filled by EC | Project Acronym ¹ | |
| Action ² | 5.2 Targeted projects for digital libraries | | |
| Project type ³ | TP (Targeted project) | Project duration ⁴ | |
| Proposal title ⁵ (max. 100 char.) | | | |
| Total eligible costs of the project in EUR ⁶ | 0 | Requested Community funding for the project in EUR ⁷ | 0 |

Abstract ⁸ of the proposed project (max. 2000 characters.)

By submitting this proposal, **the coordinator declares** that (s)he is acting on behalf of all applicants, all of whom

- are aware of this proposal
- agree with its content and submission
- have the necessary internal authorisations to commit their organisation to submitting this proposal,
- are aware that the proposed project may receive only one grant from the Community budget.

The European Commission reserves the right in case of non-compliance with these conditions to eliminate this proposal from the evaluation and/or negotiation process at any time.

Proposal Submission Forms

| | | | |
|---|---|--------------------------------|--|
|  | EUROPEAN COMMISSION Information Society and Media Directorate General eContentplus programme | Call for proposals 2007 | A2 |
|---|---|--------------------------------|--|

| | |
|------------------------------|--|
| Project Acronym ¹ | |
|------------------------------|--|

Applicant Information

| | | | |
|---------------------------------------|--|-------------------------------|--|
| Applicant number ⁹ | | Applicant role ¹⁰ | |
| Applicant organisation | | | |
| Organisation legal name ¹¹ | | | |
| Organisation short name ¹² | | | |
| Organisation details | | | |
| Legal status ¹⁵ | | Activity type ¹⁶ | |
| Number of employees ¹⁷ | | Annual turnover ¹⁸ | |
| | | | Annual Balance sheet total ¹⁹ |
| Legal address | | | |
| Street name and number ¹³ | | | |
| PO Box ¹³ | | Post Code ¹³ | |
| Town ¹³ | | Country ¹⁴ | |
| Internet address ¹³ | | | |

| | | | |
|--|--|----------------------------|--|
| Contact person for the project ²⁰ | | | |
| Surname ²⁰ | | First name ²⁰ | |
| Title ²¹ | | Gender ²² | |
| Department/Faculty/Institute/ Laboratory name ²³ | | | |
| Phone ²⁴ | | Mobile Phone ²⁴ | |
| e-mail ²⁵ | | Fax ²⁴ | |
| Address (if different from above) | | | |
| Street name and number ¹³ | | | |
| PO Box ¹³ | | Post Code ¹³ | |
| Town ¹³ | | Country ¹⁴ | |
| Internet address ¹³ | | | |

| | | | |
|--|--|----------------------|--|
| Dependencies between applicants ²⁶ | | | |
| Are there dependencies between the organisation and another applicant? | | | |
| If yes, applicant N ^o | | Applicant short name | |
| Nature of dependence ²⁷ | | | |

| | |
|---|--|
| Previously submitted proposals ²⁸ | |
| Have you previously submitted similar proposals? | |
| If yes, programme name(s) and year | |
| If yes, proposal number(s) or contract number | |

Proposal Submission Forms

| | | |
|--|--------------------------------|-----------|
|  EUROPEAN COMMISSION Information Society and Media Directorate General eContentplus programme | Call for proposals 2007 | A3 |
|--|--------------------------------|-----------|

| | |
|------------------------------|---------------------------|
| Project Acronym ¹ | Project type ³ |
|------------------------------|---------------------------|

| Estimated Budget for the Project (1 Form per Application, values are in EURO) | | | | | | | | | | |
|---|--------------------------|--------------------------------|---|-----------------------------------|--|---|--|--|---|--|
| Applicant No ⁹ | Appl. Role ¹⁰ | Appl. Short name ¹² | Labour effort ²⁹ (man/months) | Personnel (EURO) ³⁰ | Subcontracting (EURO) ³¹ | Travel & Subsistence (EURO) ³² | Other specific costs (EURO) ³³ | Indirect costs / Overheads* (EURO) ³⁴ | Total eligible costs (EURO) ⁶ | Requested Community funding** (EURO) ³⁵ |
| 1 | CO | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 26 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 27 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 28 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 29 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 30 | AP | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

* Targeted Projects: 30% of personnel costs. No overheads for Best Practice Networks and Thematic Networks

** - Best Practice Networks: Maximum EC Contribution ≤ 80 % of eligible direct costs

- Targeted Projects: Maximum EC Contribution ≤ 50 % of eligible direct and indirect costs

- Thematic Network: Maximum EC Contribution ≤ 100 % of eligible direct costs of co-ordinating and implementing the network. Eligible costs for applicants other than the co-ordinator are limited to travel and subsistence expenses for events organised by the network or attended on behalf of the network

Proposal Submission Forms



EUROPEAN COMMISSION
Information Society and Media
Directorate General
eContentplus programme

Call for proposals 2007

A4

Project Acronym ¹

Certified Applicant Declaration

By submitting this form I certify that

Organisation legal name ¹¹

is committed to participate in the above mentioned project;

- a) has stable and sufficient sources of funding to maintain its activity throughout its participation in the project and to provide any counterpart funding necessary.
- b) has or will have the resources as and when needed to carry out its involvement in the above mentioned project.

As required by Article 93 of Council Regulation (EC, Euratom) N° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities [OJ L248, 16.09.2002, p. 1],

I certify that none of the following cases apply to our organisation:

- a) it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) it has been convicted of an offence concerning its professional conduct by a judgement which has the force of res judicata;
- c) it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) it has 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 it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) it has been the subject of a judgement 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) following another procurement procedure or grant award procedure financed by the Community budget, it has been declared to be in serious breach of contract for failure to comply with its contractual obligations.

I understand that any applicant who has committed an irregularity in the implementation of any other indirect action may be excluded from the selection procedure at any time;

Name of the authorised person ³⁶

Position ³⁷

The applicant is aware that:

- a) any potential beneficiary who cannot certify that none of the above situations apply shall be excluded from participation in any future grant agreement or contract;
- b) any potential beneficiary having been found guilty of misrepresentation in supplying the information required as a condition for participation in the grant agreement or failing to supply such information shall be excluded from participation in any future grant agreement or contract.



European Commission
Information Society and Media Directorate-General
Digital Content & Cognitive Systems

eContentplus programme

GUIDE FOR PROPOSERS 2007

Part B: DESCRIPTION OF OBJECTIVES AND WORK PLAN

Best Practice Networks

May 2007

<http://ec.europa.eu/econtentplus>

The Description of Work should not exceed 30 pages, excluding the appendices.

Proposers should provide sufficient information for assessing award criterion 1 - Relevance and European dimension - in sections 1-3 of the Description of Work.

All pages must be numbered and should be headed with the project acronym chosen for the proposed project.

[Acronym of the project]

eContentplus

[Acronym of the project]

[Full title of the project]

Description of Work

Proposal abstract

Table of contents

| | | |
|------|---|----|
| 1 | RATIONALE AND OBJECTIVES | 3 |
| 1.1 | <i>Description of the issue and proposed solution</i> | 3 |
| 1.2 | <i>Expected results</i> | 3 |
| 1.3 | <i>List of participants</i> | 3 |
| 2 | CONTRIBUTION TO PROGRAMME OBJECTIVES | 3 |
| 3 | EUROPEAN DIMENSION | 4 |
| 4 | CONTENT | 5 |
| 4.1 | <i>IPR issues</i> | 6 |
| 4.2 | <i>Multilingual and/or multicultural aspects</i> | 6 |
| 5 | IMPACT | 6 |
| 5.1 | <i>Analysis of demand</i> | 6 |
| 5.2 | <i>Target users and their needs</i> | 6 |
| 5.3 | <i>Critical Mass</i> | 6 |
| 5.4 | <i>Added Value</i> | 6 |
| 5.5 | <i>Success indicators</i> | 7 |
| 5.6 | <i>Dissemination and awareness</i> | 7 |
| 6 | NETWORKING | 7 |
| 6.1 | <i>Networking Capacity</i> | 7 |
| 6.2 | <i>Clustering Activities</i> | 7 |
| 7 | PROJECT WORK PLAN | 8 |
| 7.1 | <i>Introduction and general description</i> | 8 |
| 7.2 | <i>Work package overview</i> | 8 |
| 7.3 | <i>Work package description</i> | 10 |
| 7.4 | <i>Deliverables List</i> | 11 |
| 7.5 | <i>Project plan</i> | 12 |
| 8 | PROJECT MANAGEMENT | 12 |
| 9 | DESCRIPTION OF CONSORTIUM AND KEY PERSONNEL | 12 |
| 9.1 | <i>Description of partners and key personnel</i> | 12 |
| 10 | APPENDICES | 12 |
| 10.1 | <i>Financing Plan</i> | 12 |
| 10.2 | <i>Background and reference documents</i> | 13 |

1 Rationale and Objectives

1.1 Description of the issue and proposed solution

[This section should provide an analysis of the specific problems that are going to be addressed by the project and show how they relate to the overall objectives of the eContentplus programme. It should describe the current situation in the relevant area(s), including any new or unexploited opportunities that the project will benefit from.

It should provide a concise and precise description of the proposed solutions, explaining how the proposed approach will address the identified problems and comparing it to competing approaches, if relevant.

It should also explain how the approach proposed complies with the objectives of the 2007 eContentplus work programme for the specific target area and action.]

1.2 Expected results

[This section should list and give a concise description of the expected results of the project proposed. The results should be specific, measurable, attainable with the available resources and realistic within the time span of the project.]

1.3 List of participants

List of Participants

| Partic. No¹ | Participant name | Country | Role in the project² | Date enter project | Date exit project |
|-------------------------------|-------------------------|----------------|--|---------------------------|--------------------------|
| 1 | | | | | |
| 2 | | | | | |
| | | | | | |
| n | | | | | |

2 Contribution to programme objectives

[This section should describe why the proposed project should be carried out at European level instead of national level, for example if there is a need to create a critical mass in human or financial terms, if the project brings together complementary expertise existing in different organisations, i.e. the added value of the consortium.]

¹ Participant number 1 is the Coordinator. The remaining participants are beneficiaries.

² The main operational role that the participant plays in the proposed project. For example: content provider, technology provider, pedagogical expert, standardisation body, evaluation, dissemination etc.

3 *European dimension*

[This section should show how the issues addressed and the proposed way to tackle them have a European dimension, i.e. how they contribute significantly to the Community policies relevant for each target area referred to in the corresponding sections of this work programme.

If appropriate, this section should also describe how the proposed project will contribute to the implementation or evolution of other Community policies (including economic development and social objectives), or addresses problems connected with standardisation and regulation.]

[Acronym of the project]

4 Content

[The table below should identify the quality and quantity of the digital content (and related metadata) to be contributed to the project by each content provider. Please start a new row for each new provider, type, or language.]

| Quantity and Quality of the Content | | | | | | | | |
|-------------------------------------|-------------------|------------------------------------|-------------------------------|------------------|--------------------------|--------------------------------|----------|---------------------|
| Provider ³ | Type ⁴ | Quantity & Definition ⁵ | Format & Quality ⁶ | IPR ⁷ | Current Use ⁸ | Existing Metadata ⁹ | Language | Additional comments |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

³ Short name of the participant who provides the content

⁴ E.g. Text, image, movie, sound, music etc.

⁵ E.g. 1,000 film clips, 2 million pages, 20,000 books etc.

⁶ E.g. Format - JPEG, MPEG, Quicktime, HTML, PDF etc., Quality - Resolution, sampling rate, colour/greyscale etc.

⁷ Access rights to use the content in the proposed project e.g. public domain or license

⁸ Describe current users of the content, including the number (e.g. registered users)

⁹ Describe fields, languages and structure of the metadata

[Acronym of the project]

4.1 IPR issues

[This section should explain how the proposers have made sure that input content is free from any constraints that might limit its use during the project. It should also show how IPR issues related to the exploitation of the project results, including IPR clearing methods for content and tools, will be addressed.]

4.2 Multilingual and/or multicultural aspects

[This section should describe the solutions advocated to make the content more accessible, usable and exploitable, taking into account specific issues related to multicultural/multilingual aspects. In particular, the solutions should focus on factors that enable multilingual and/or multicultural access and reuse within the context of the particular action the proposal addresses.]

5 Impact

5.1 Analysis of demand

[This section should provide an analysis of the demand based as much as possible on quantified evidence.]

5.2 Target users and their needs

[For each category of target users, describe the unmet needs of the users, the way the proposal intends to contribute to fulfilling these needs, the way the proposal will involve this category of users in the project (e.g. as partner of the consortium, as part of an external stakeholder group etc.), as well as the countries covered.]

| Target user description | Needs | Involvement & Role | Country coverage |
|--------------------------------|--------------|-------------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5.3 Critical Mass

[Explain, using quantified evidence, why the content described in section 4 constitutes the critical mass necessary to be able to draw valid conclusions from the implementations planned during the proposed project.]

5.4 Added Value

[Summarise the case the proposal makes for how it adds value compared to existing or earlier attempts to implement the specifications and standards concerned.]

5.5 Success indicators

[This section should describe specific indicators and quantified targets against which the progress of the project towards the achievement of its objectives and its expected results can be measured. Intermediate targets should be set in order to be able to measure progress/success over consecutive periods of 1 year.]

| Indicators | Expected Progress | | |
|------------|-------------------|--------|--------|
| | Year 1 | Year 2 | Year 3 |
| | | | |
| | | | |
| | | | |
| | | | |

5.6 Dissemination and awareness

[This section should describe the activities planned to disseminate the achievements of the project and to become a best practice in the field of interest. It should be coherent with the summary information provided in the corresponding work package description.]

6 *Networking*

6.1 Networking Capacity

[Summarise the case the proposal makes for how it disseminates and promotes the uptake of its results from the majority of the 27 EU Member States. Describe how the network will be open and proactive in attracting new members.]

6.2 Clustering Activities

[Describe the way your network (i.e. the participating organisations and experts) could contribute to relevant clustering activities that might be organised by the Commission for the specific target area, i.e. going beyond the limits of the objectives of your specific proposal.

Describe the ways your work plan foresees for taking into account the results and recommendations of clustering activities that the Commission might organise.]

7 Project work plan

7.1 Introduction and general description

[This section should provide a description of the work planned to achieve the objectives of the proposed project, including a specification of the technology and standards to be used. The work plan must be broken down into work packages (WPs) which should follow the logical phases of the project's life cycle, and include (a) management of the project, (b) assessment of progress and results, and (c) project-level awareness and dissemination activities.

Essential elements of the work plan are:]

7.2 Work package overview

[The total project effort should be divided into a number of “work packages”, which should follow the logical phases of a project’s life cycle. A work package could only involve a single applicant, but more usually several applicants co-operate in the completion of the work, with one of them taking the lead role. Projects typically consist of four or five work packages though larger projects might contain more.

In addition to such project-specific work packages, three others should be foreseen:

- € Project Management Work package
- € An Assessment and Evaluation Work package which might, however, just as well be an integral part of the other work packages.
- € An Awareness and Dissemination Work package

Projects should try to avoid large, long-duration work packages since these render the job of monitoring technical progress, money or manpower expenditure more difficult.]

Work Package and Labour Effort Overview

| WP No ¹⁰ | Work package title | Lead Applicant No ¹¹ | Start month ¹² | End month ¹³ | Total Person months ¹⁴ | Person months effort per workpackage per applicant ¹⁵ | | | | AP _m |
|---------------------|--------------------|---------------------------------|---------------------------|-------------------------|-----------------------------------|--|------------------|--|--|------------------|
| | | | | | | AP1 | AP2 | | | |
| 1 | | | | | | PM ₁₁ | PM ₁₂ | | | PM _{1m} |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| n | | | | | | PM _{n1} | | | | PM _{nm} |
| Total | | | | | | | | | | |

¹⁰ Workpackage number: WP 1 – WP n.

¹¹ Number of the applicant leading the work in this work package.

¹² Relative start date for the work in the specific work packages, month 0 marking the start of the project, and all other start dates being relative to this start date.

¹³ Relative end date, month 0 marking the start of the project, and all ends dates being relative to this start date.

¹⁴ The total number of person-months allocated to each work package.

¹⁵ AP₁ – AP_m: Applicants numbered 1 to m

PM_{nm}: Person months allocated in WP n for applicant number m

7.3 Work package description

[Describe each work package on one page using the format provided below. Each work package should be a major sub-division of the proposed project and should also have a verifiable end-point (normally a deliverable or an important milestone in the overall work plan). The work plan should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission. Day-to-day management of the project by the consortium may require a more detailed plan]

Work package Description

| | | | | | |
|------------------------------|--|--------------------|--|------------------|--|
| Work package number : | | Start date: | | End date: | |
| Work package title: | | | | | |

Objectives

Description of work

(Inter-) Dependencies, milestones¹ and expected result

Deliverables

¹ Milestones are control points at which decisions are needed, for example concerning which of several technologies will be adopted as the basis for the next phase of the project.

7.4 Deliverables List

[Tabular listing of deliverables indicating deliverable number, deliverable title, nature of deliverable, dissemination level of deliverable, date to be delivered to Commission.

Each significant element of the project should conclude with a “deliverable” which is the concrete output and evidence of the work. Lengthy or complex work packages may require the production of several deliverables over the duration of the work package. However, only a reasonable number of deliverables should be foreseen.

A deliverable may be a report, a prototype, a conference or demonstration, a book, a specification, etc. Where a deliverable is not a report, but is instead some form of action, nonetheless some written reporting is helpful to act as a record of the work (e.g. for a conference, a collection of papers presented; for a demonstrator, a brief technical description, etc.). The titles of the deliverables should be self-explanatory.]

Deliverables List

| Deliverable No ¹ | Deliverable title | Delivery date ² | Nature ³ | Dissemination level ⁴ |
|-----------------------------|-------------------|----------------------------|---------------------|----------------------------------|
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

¹ Deliverable numbers in order of delivery dates: D1 – Dn. Deliverable numbers must indicate which workpackage they relate to, e.g. D2.1 for the first deliverable from workpackage 2).

² Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

³ Please indicate the nature of the deliverable using one of the following codes:

- R** = Report
- P** = Service/Product
- D** = Demonstrator/Prototype
- O** = Other

⁴ Please indicate the dissemination level using one of the following codes:

- PU** = Public
- PP** = Restricted to other programme participants (including Commission services and project reviewers).
- CO** = Confidential, only for members of the consortium (including Commission services and project reviewers).

7.5 Project plan

[This section should provide a Gantt chart showing the project milestones, the timing and interdependencies between the different work packages and the critical path. Month 0 should be the commencement date of the project.]

8 Project management

[This section should describe the envisaged management structure, the means for communicating within the consortium, for monitoring work progress, for assuring quality and resolving conflicts. It should be coherent with the summary information provided in the corresponding work package description.]

9 Description of consortium and key personnel

9.1 Description of partners and key personnel

[This section should describe each consortium partner and their role in the project, highlight their specific expertise for the project and indicate the key personnel (brief CV) foreseen to work on the project]

10 Appendices

10.1 Financing Plan

[This section should indicate how the participating organisation(s) intend to provide co-financing for their project proposal. This co-financing can be in the form of own resources, financial transfers from third parties or revenues generated by the project.]

| Applicant Short Name | Source of funding (Amounts in euros) | | | | Total |
|-------------------------|--------------------------------------|-------------------------------------|---|--|-------|
| | Contribution from own resources | Contribution by other organisation* | Direct revenues expected from the project** | Contribution requested from the Commission | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Please provide details if applicants are expecting contributions by other organisations or any direct revenues from the project.

| Applicant Short Name | *Details on contributions by other organisations | **Details on direct revenues expected from the project |
|-------------------------|--|--|
| | | |
| | | |
| | | |

[Acronym of the project]

10.2 Background and reference documents

[Any additional and relevant information on the partners or the proposal that could be of value for the evaluators of the proposal (e.g. studies/reports, specific information or references on the technology applied, etc.)]



European Commission
Information Society and Media Directorate-General
Digital Content & Cognitive Systems

eContentplus programme

GUIDE FOR PROPOSERS 2007

Part B: DESCRIPTION OF OBJECTIVES AND WORK PLAN

Targeted Projects

May 2007

<http://ec.europa.eu/econtentplus>

The Description of Work should not exceed 30 pages, excluding the appendices.

Proposers should provide sufficient information for assessing award criterion 1 - Relevance and European dimension - in sections 1-3 of the Description of Work.

All pages must be numbered and should be headed with the project acronym chosen for the proposed project.

[Acronym of the project]

eContentplus

[Acronym of the project]

[Full title of the project]

Description of Work

Proposal abstract

Table of contents

| | | |
|-----|---|----|
| 1 | RATIONALE AND OBJECTIVES | 3 |
| 1.1 | <i>Description of the issue and proposed solution</i> | 3 |
| 1.2 | <i>Expected results</i> | 3 |
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| 4.1 | <i>IPR issues</i> | 6 |
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| 5.6 | <i>Dissemination and awareness</i> | 7 |
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| 6.1 | <i>Introduction and general description</i> | 8 |
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| 6.3 | <i>Work package description</i> | 10 |
| 6.4 | <i>Deliverables List</i> | 11 |
| 6.5 | <i>Project plan</i> | 12 |
| 7 | PROJECT MANAGEMENT | 12 |
| 8 | DESCRIPTION OF CONSORTIUM AND KEY PERSONNEL | 12 |
| 8.1 | <i>Description of partners and key personnel</i> | 12 |
| 9 | APPENDICES | 12 |
| 9.1 | <i>Financing Plan</i> | 12 |
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1 Rationale and Objectives

1.1 Description of the issue and proposed solution

[This section should provide an analysis of the specific problems that are going to be addressed by the project and show how they relate to the overall objectives of the eContentplus programme. It should describe the current situation in the relevant area(s), including any new or unexploited opportunities that the project will benefit from.

It should provide a concise and precise description of the proposed solutions, explaining how the proposed approach will address the identified problems and comparing it to competing approaches, if relevant.

It should also explain how the approach proposed complies with the objectives of the 2007 eContentplus work programme for the specific target area and action.]

1.2 Expected results

[This section should list and give a concise description of the expected results of the project proposed. The results should be specific, measurable, attainable with the available resources and realistic within the time span of the project.]

1.3 List of participants

List of Participants

| Partic. No¹ | Participant name | Country | Role in the project² | Date enter project | Date exit project |
|-------------------------------|-------------------------|----------------|--|---------------------------|--------------------------|
| 1 | | | | | |
| 2 | | | | | |
| | | | | | |
| n | | | | | |

¹ Participant number 1 is the Coordinator. The remaining participants are beneficiaries.

² The main operational role that the participant plays in the proposed project. For example: content provider, technology provider, pedagogical expert, standardisation body, evaluation, dissemination etc.

2 *Contribution to programme objectives*

[This section should describe why the proposed project should be carried out at European level instead of national level, for example if there is a need to create a critical mass in human or financial terms, if the project brings together complementary expertise existing in different organisations, i.e. the added value of the consortium.]

3 *European dimension*

[This section should show how the issues addressed and the proposed way to tackle them have a European dimension, i.e. how they contribute significantly to the Community policies relevant for each target area referred to in the corresponding sections of this work programme.

If appropriate, this section should also describe how the proposed project will contribute to the implementation or evolution of other Community policies (including economic development and social objectives), or addresses problems connected with standardisation and regulation.]

[Acronym of the project]

4 Content

[The table below should identify the quality and quantity of the digital content (and related metadata) to be contributed to the project by each content provider. Please start a new row for each new provider, type, or language.]

| Quantity and Quality of the Content | | | | | | | | |
|-------------------------------------|-------------------|------------------------------------|-------------------------------|------------------|--------------------------|--------------------------------|----------|---------------------|
| Provider ³ | Type ⁴ | Quantity & Definition ⁵ | Format & Quality ⁶ | IPR ⁷ | Current Use ⁸ | Existing Metadata ⁹ | Language | Additional comments |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

³ Short name of the participant who provides the content

⁴ E.g. Text, image, movie, sound, music etc.

⁵ E.g. 1,000 film clips, 2 million pages, 20,000 books etc.

⁶ E.g. Format - JPEG, MPEG, Quicktime, HTML, PDF etc., Quality - Resolution, sampling rate, colour/greyscale etc.

⁷ Access rights to use the content in the proposed project e.g. public domain or license

⁸ Describe current users of the content, including the number (e.g. registered users)

⁹ Describe fields, languages and structure of the metadata

4.1 IPR issues

[This section should explain how the proposers have made sure that input content is free from any constraints that might limit its use during the project. It should also show how IPR issues related to the exploitation of the project results, including IPR clearing methods for content and tools, will be addressed.]

4.2 Multilingual and/or multicultural aspects

[This section should describe the solutions advocated to make the content more accessible, usable and exploitable, taking into account specific issues related to multicultural/multilingual aspects. In particular, the solutions should focus on factors that enable multilingual and/or multicultural access and reuse within the context of the particular action the proposal addresses.]

5 Impact

5.1 Analysis of demand

[This section should provide an analysis of the demand based as much as possible on quantified evidence.]

5.2 Target users and their needs

[For each category of target users, describe the unmet needs of the users, the way the proposal intends to contribute to fulfilling these needs, the way the proposal will involve this category of users in the project (e.g. as partner of the consortium, as part of an external stakeholder group etc.), as well as the countries covered.]

| Target user description | Needs | Involvement & Role | Country coverage |
|--------------------------------|--------------|-------------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5.3 Critical Mass

[Demonstrate, using quantified evidence, why the content described in section 4 constitutes the critical mass necessary to make a significant impact in terms of increasing access and use in the area concerned.]

5.4 Success indicators

[This section should describe specific indicators and quantified targets against which the progress of the project towards the achievement of its objectives and its expected results can be measured. Intermediate targets should be set in order to be able to measure progress/success over consecutive periods of 1 year.]

| Indicators | Expected Progress | | |
|------------|-------------------|--------|--------|
| | Year 1 | Year 2 | Year 3 |
| | | | |
| | | | |
| | | | |
| | | | |

5.5 Sustainability

[This section should describe the exploitation plan to ensure the sustainability of the proposed solutions, i.e. their capability of developing and surviving without Community funding after the end of the project.]

5.6 Dissemination and awareness

[This section should describe the activities planned to ensure optimal use of the project results, also beyond the participants in the project. It should be coherent with the summary information provided in the corresponding work package description.]

6 Project work plan

6.1 Introduction and general description

[This section should provide a description of the work planned to achieve the objectives of the proposed project, including a specification of the technology and standards to be used. The work plan must be broken down into work packages (WPs) which should follow the logical phases of the project's life cycle, and include (a) management of the project, (b) assessment of progress and results, and (c) project-level awareness and dissemination activities.

Essential elements of the work plan are:]

6.2 Work package overview

[The total project effort should be divided into a number of “work packages”, which should follow the logical phases of a project’s life cycle. A work package could only involve a single applicant, but more usually several applicants co-operate in the completion of the work, with one of them taking the lead role. Projects typically consist of four or five work packages though larger projects might contain more.

In addition to such project-specific work packages, three others should be foreseen:

- € Project Management Work package
- € An Assessment and Evaluation Work package which might, however, just as well be an integral part of the other work packages.
- € An Awareness and Dissemination Work package

Projects should try to avoid large, long-duration work packages since these render the job of monitoring technical progress, money or manpower expenditure more difficult.]

Work Package and Labour Effort Overview

| WP No ¹⁰ | Work package title | Lead Applicant No ¹¹ | Start month ¹² | End month ¹³ | Total Person months ¹⁴ | Person months effort per workpackage per applicant ¹⁵ | | | | AP _m |
|---------------------|--------------------|---------------------------------|---------------------------|-------------------------|-----------------------------------|--|------------------|--|--|------------------|
| | | | | | | AP1 | AP2 | | | |
| 1 | | | | | | PM ₁₁ | PM ₁₂ | | | PM _{1m} |
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| | | | | | | | | | | |
| n | | | | | | PM _{n1} | | | | PM _{nm} |
| Total | | | | | | | | | | |

¹⁰ Workpackage number: WP 1 – WP n.

¹¹ Number of the applicant leading the work in this work package.

¹² Relative start date for the work in the specific work packages, month 0 marking the start of the project, and all other start dates being relative to this start date.

¹³ Relative end date, month 0 marking the start of the project, and all ends dates being relative to this start date.

¹⁴ The total number of person-months allocated to each work package.

¹⁵ AP₁ – AP_m: Applicants numbered 1 to m

PM_{nm}: Person months allocated in WP n for applicant number m

6.3 Work package description

[Describe each work package on one page using the format provided below. Each work package should be a major sub-division of the proposed project and should also have a verifiable end-point (normally a deliverable or an important milestone in the overall work plan). The work plan should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission. Day-to-day management of the project by the consortium may require a more detailed plan]

Work package Description

| | | | | | |
|------------------------------|--|--------------------|--|------------------|--|
| Work package number : | | Start date: | | End date: | |
| Work package title: | | | | | |

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| Objectives |
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| Description of work |
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| (Inter-) Dependencies, milestones¹ and expected result |
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| Deliverables |
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¹ Milestones are control points at which decisions are needed, for example concerning which of several technologies will be adopted as the basis for the next phase of the project.

6.4 Deliverables List

[Tabular listing of deliverables indicating deliverable number, deliverable title, nature of deliverable, dissemination level of deliverable, date to be delivered to Commission.

Each significant element of the project should conclude with a “deliverable” which is the concrete output and evidence of the work. Lengthy or complex work packages may require the production of several deliverables over the duration of the work package. However, only a reasonable number of deliverables should be foreseen.

A deliverable may be a report, a prototype, a conference or demonstration, a book, a specification, etc. Where a deliverable is not a report, but is instead some form of action, nonetheless some written reporting is helpful to act as a record of the work (e.g. for a conference, a collection of papers presented; for a demonstrator, a brief technical description, etc.). The titles of the deliverables should be self-explanatory.]

Deliverables List

| Deliverable No ¹ | Deliverable title | Delivery date ² | Nature ³ | Dissemination level ⁴ |
|-----------------------------|-------------------|----------------------------|---------------------|----------------------------------|
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¹ Deliverable numbers in order of delivery dates: D1 – Dn. Deliverable numbers must indicate which workpackage they relate to, e.g. D2.1 for the first deliverable from workpackage 2).

² Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

³ Please indicate the nature of the deliverable using one of the following codes:

- R** = Report
- P** = Service/Product
- D** = Demonstrator/Prototype
- O** = Other

⁴ Please indicate the dissemination level using one of the following codes:

- PU** = Public
- PP** = Restricted to other programme participants (including Commission services and project reviewers).
- CO** = Confidential, only for members of the consortium (including Commission services and project reviewers).

[Acronym of the project]

6.5 Project plan

[This section should provide a Gantt chart showing the project milestones, the timing and interdependencies between the different work packages and the critical path. Month 0 should be the commencement date of the project.]

7 Project management

[This section should describe the envisaged management structure, the means for communicating within the consortium, for monitoring work progress, for assuring quality and resolving conflicts. It should be coherent with the summary information provided in the corresponding work package description.]

8 Description of consortium and key personnel

8.1 Description of partners and key personnel

[This section should describe each consortium partner and their role in the project, highlight their specific expertise for the project and indicate the key personnel (brief CV) foreseen to work on the project]

9 Appendices

9.1 Financing Plan

[This section should indicate how the participating organisation(s) intend to provide co-financing for their project proposal. This co-financing can be in the form of own resources, financial transfers from third parties or revenues generated by the project.]

| Applicant Short Name | Source of funding (Amounts in euros) | | | | Total |
|-------------------------|--------------------------------------|-------------------------------------|---|--|-------|
| | Contribution from own resources | Contribution by other organisation* | Direct revenues expected from the project** | Contribution requested from the Commission | |
| | | | | | |
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Please provide details if applicants are expecting contributions by other organisations or any direct revenues from the project.

[Acronym of the project]

| Applicant Short Name | *Details on contributions by other organisations | **Details on direct revenues expected from the project |
|-------------------------|---|---|
| | | |
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9.2 Background and reference documents

[Any additional and relevant information on the partners or the proposal that could be of value for the evaluators of the proposal (e.g. studies/reports, specific information or references on the technology applied, etc.)]



European Commission
Information Society and Media Directorate-General
Digital Content & Cognitive Systems

eContentplus programme

GUIDE FOR PROPOSERS 2007

Part B: DESCRIPTION OF OBJECTIVES AND WORK PLAN
Thematic Network – Language Resources

May 2007

<http://ec.europa.eu/econtentplus>

The Description of Work should not exceed 30 pages, excluding the appendices.

Proposers should provide sufficient information for assessing award criterion 1 - Relevance and European dimension - in sections 1-3 of the Description of Work.

All pages must be numbered and should be headed with the project acronym chosen for the proposed project.

eContentplus

[Acronym of the project]

[Full title of the project]

Description of Work

Proposal abstract

Table of contents

| | | |
|-----|---|----|
| 1 | RATIONALE AND OBJECTIVES | 3 |
| 1.1 | <i>Description of the issue and proposed solution</i> | 3 |
| 1.2 | <i>Expected results</i> | 3 |
| 1.3 | <i>List of participants</i> | 3 |
| 2 | CONTRIBUTION TO PROGRAMME OBJECTIVES | 4 |
| 3 | EUROPEAN DIMENSION | 4 |
| 4 | PROJECT WORK PLAN | 5 |
| 4.1 | <i>Introduction and general description</i> | 5 |
| 4.2 | <i>Work package overview</i> | 5 |
| 4.3 | <i>Work package description</i> | 7 |
| 4.4 | <i>Deliverables List</i> | 8 |
| 4.5 | <i>Project plan</i> | 9 |
| 4.6 | <i>Success indicators</i> | 9 |
| 5 | PROJECT MANAGEMENT | 9 |
| 6 | DESCRIPTION OF CONSORTIUM AND KEY PERSONNEL | 9 |
| 6.1 | <i>Description of partners and key personnel</i> | 9 |
| 7 | APPENDICES | 10 |
| 7.1 | <i>Financing Plan</i> | 10 |
| 7.2 | <i>Background and reference documents</i> | 10 |

1 Rationale and Objectives

1.1 Description of the issue and proposed solution

[This section should provide an analysis of the specific problems that are going to be addressed by the project and show how they relate to the overall objectives of the eContentplus programme. It should describe the current situation in the relevant area(s), including any new or unexploited opportunities that the project will benefit from.

It should provide a concise and precise description of the proposed solutions, explaining how the proposed approach will address the identified problems and comparing it to competing approaches, if relevant.

It should also explain how the approach proposed complies with the objectives of the 2007 eContentplus work programme for the specific target area and action.]

1.2 Expected results

[This section should list and give a concise description of the expected results of the project proposed. The results should be specific, measurable, attainable with the available resources and realistic within the time span of the project.]

1.3 List of participants

List of Participants

| Partic. No ¹ | Participant name | Country | Role in the project ² | Date enter project | Date exit project |
|-------------------------|------------------|---------|----------------------------------|--------------------|-------------------|
| 1 | | | | | |
| 2 | | | | | |
| | | | | | |
| n | | | | | |

¹ Participant number 1 is the Coordinator. The remaining participants are beneficiaries.

² The main operational role that the participant plays in the proposed project. For example: content provider, technology provider, pedagogical expert, standardisation body, evaluation, dissemination etc.

[Acronym of the project]

2 *Contribution to programme objectives*

[This section should describe why the proposed project should be carried out at European level instead of national level, for example if there is a need to create a critical mass in human or financial terms, if the project brings together complementary expertise existing in different organisations, i.e. the added value of the consortium.]

3 *European dimension*

[This section should show how the issues addressed and the proposed way to tackle them have a European dimension, i.e. how they contribute significantly to the Community policies relevant for each target area referred to in the corresponding sections of this work programme.

If appropriate, this section should also describe how the proposed project will contribute to the implementation or evolution of other Community policies (including economic development and social objectives), or addresses problems connected with multilingualism and linguistic diversity.]

4 Project work plan

4.1 Introduction and general description

[This section should provide a description of the work planned to achieve the objectives of the proposed project. The work plan must be broken down into work packages (WPs) which should follow the logical phases of the project's life cycle, and include (a) management of the project, (b) assessment of progress and results, and (c) project-level awareness and dissemination activities.

Essential elements of the work plan are:]

4.2 Work package overview

[The total project effort should be divided into a number of “work packages”, which should follow the logical phases of a project’s life cycle. A work package could only involve a single applicant, but more usually several applicants co-operate in the completion of the work, with one of them taking the lead role. Projects typically consist of four or five work packages though larger projects might contain more.

In addition to such project-specific work packages, three others should be foreseen:

- ∄ Project Management Work package
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Projects should try to avoid large, long-duration work packages since these render the job of monitoring technical progress, money or manpower expenditure more difficult.]

Work Package and Labour Effort Overview

| WP No ¹ | Work package title | Lead Applicant No ² | Start month ³ | End month ⁴ | Total Person months ⁵ | Person months effort per workpackage per applicant ⁶ | | | | AP _m |
|--------------------|--------------------|--------------------------------|--------------------------|------------------------|----------------------------------|---|------------------|--|--|------------------|
| | | | | | | AP1 | AP2 | | | |
| 1 | | | | | | PM ₁₁ | PM ₁₂ | | | PM _{1m} |
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| n | | | | | | PM _{n1} | | | | PM _{nm} |
| Total | | | | | | | | | | |

¹ Workpackage number: WP 1 – WP n.
² Number of the applicant leading the work in this work package.
³ Relative start date for the work in the specific work packages, month 0 marking the start of the project, and all other start dates being relative to this start date.
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Work package Description

| | | | | | |
|------------------------------|--|--------------------|--|------------------|--|
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| (Inter-) Dependencies, milestones¹ and expected result |
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4.5 Project plan

[This section should provide a Gantt chart showing the project milestones, the timing and interdependencies between the different work packages and the critical path. Month 0 should be the commencement date of the project.]

4.6 Success indicators

[This section should describe specific measures and indicators and quantified targets against which the progress of the project towards the achievement of its objectives and its expected results can be measured. Intermediate targets should be set in order to be able to measure progress/success over consecutive periods of 1 year.]

| Indicators | Expected Progress | | |
|------------|-------------------|--------|--------|
| | Year 1 | Year 2 | Year 3 |
| | | | |
| | | | |
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5 *Project management*

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| Applicant Short Name | *Details on contributions by other organisations | **Details on direct revenues expected from the project |
|-------------------------|--|--|
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7.2 Background and reference documents

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Proposal Submission Forms



EUROPEAN COMMISSION
Information Society and Media
Directorate General
eContentplus programme

**Call for
proposals 2007**

C1

| | | |
|--|-------------|----------------|
| Project Acronym | | |
| Financial Viability Information | | |
| Applicant organisation | | |
| Organisation legal name ¹¹ | | |
| Organisation short name ¹² | | |
| Number of employees | | |
| Company Independence (Y/N) | NO | |
| Less than 3 annual balance sheets? (Y/N) | | |
| Balance sheet of the last accounting year (t0)³⁸ | | |
| Accounts starting date (dd/mm/yyyy) ³⁹ | 01/01/2005 | |
| Accounts Duration (Month) ³⁹ | 12 | |
| Accounts closing date (dd/mm/yyyy) ³⁹ | 31/12/2005 | |
| Currency ⁴⁰ | EUR | |
| Euro exchange rate ⁴¹ | 1 | |
| Assets | t0 | In Euro |
| 1. Subscribed capital unpaid | 0,00 | 0,00 |
| 2. Fixed assets (2.1+2.2+2.3) | 0,00 | 0,00 |
| 2.1. Intangible fixed assets | 0,00 | 0,00 |
| 2.2. Tangible fixed assets | 0,00 | 0,00 |
| 2.3. Financial assets | 0,00 | 0,00 |
| 3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4) | 0,00 | 0,00 |
| 3.1. Stocks | 0,00 | 0,00 |
| 3.2.1. Debtors due within one year | 0,00 | 0,00 |
| 3.2.2. Debtors due <u>after</u> one year | 0,00 | 0,00 |
| 3.3. Cash at bank and in hand | 0,00 | 0,00 |
| 3.4. Other current assets | 0,00 | 0,00 |
| Total assets (1+2+3) | 0,00 | 0,00 |
| Liabilities | t0 | In Euro |
| 4. Capital and reserves (4.1+4.2+4.3+4.4) | 0,00 | 0,00 |
| 4.1. Subscribed capital | 0,00 | 0,00 |
| 4.2. Reserves | 0,00 | 0,00 |
| 4.3. Profit and loss brought forward | 0,00 | 0,00 |
| 4.4. Profit and loss brought forward for the financial year +/- | 0,00 | 0,00 |
| 5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2) | 0,00 | 0,00 |
| 5.1.1 Long term non-bank debt | 0,00 | 0,00 |
| 5.1.2. Long term bank debt | 0,00 | 0,00 |
| 5.2.1. Short term non-bank debt | 0,00 | 0,00 |
| 5.2.2. Short term bank debt | 0,00 | 0,00 |
| Total liabilities (4+5) | 0,00 | 0,00 |
| Profit and loss account | t0 | In Euro |
| 6. Turnover | 0,00 | 0,00 |
| 7. Variation in stocks +/- | 0,00 | 0,00 |
| 8. Other operating income | 0,00 | 0,00 |
| 9. Costs of material & consumables | 0,00 | 0,00 |
| 10. Other operating charges | 0,00 | 0,00 |
| 11. Staff costs | 0,00 | 0,00 |
| 12. Gross operating profit (6+7+8-9-10-11) | 0,00 | 0,00 |
| 13. Depreciation and value adjustments on non-financial assets | 0,00 | 0,00 |
| 14. Net operating profit (12-13) | 0,00 | 0,00 |
| 15. Financial income and value adjustments on financial assets | 0,00 | 0,00 |
| 16. Interest paid | 0,00 | 0,00 |
| 17. Similar charges | 0,00 | 0,00 |
| 18. Profit/loss on ordinary activities (14+15-16-17) | 0,00 | 0,00 |
| 19. Extraordinary income and charges +/- | 0,00 | 0,00 |
| 20. Taxes on profits +/- | 0,00 | 0,00 |
| 21. Profit/loss for the financial year (18+19-20) | 0,00 | 0,00 |

