

SCHOLARSHIP AND TRAINING FUND

MEASURE IV

INTER-INSTITUTIONAL COOPERATION

APPLICATION FORM

EDITION I/2008

I. BASIC PROJECT DATA

Scholarship and Training Fund	Measure IV	Type of measure	Inter-Institutional Cooperation
Call for proposals	30 April 2008		
Date (of application completion)			
Project title			
Acronym (if applicable)			
Project duration			

No of partner institutions from particular countries, incl. Applying Institution	<input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Poland
Total no of partner institutions, incl. Applying Institution	
Total requested co-financing amount from the STF (PLN)	
Total project budget (PLN)	
PROJECT NUMBER	

II. GENERAL

Before completing this form, please read the relevant sections in the "Guide for Applicants" (Przewodnik dla Wnioskodawców) and the "Call for Proposals" (Zaproszenie do składania wniosków). All the documents and information can be found at:

www.fss.org.pl

This application form should be completed by the project Applicant (it may be only and exclusively a Polish institution) in cooperation with projected partner institutions. The application should be submitted to the Scholarship and Training Fund Office before **30 June 2008**. Before sending out the application please review it against the checklist to ensure its compliance with all the requirements.

The Applying Institution requesting funds for the project as part of measure IV *Inter-Institutional Cooperation* is obliged to **submit complete application documentation** to the Intermediary (the STF Office) **not later than on 30 June 2008** (the date on the post stamp or the date of the application delivery to the Intermediary's Office will decide).

The documentation should be sent or delivered in one envelope to the Intermediary's address:

Fundacja Rozwoju Systemu Edukacji
Fundusz Stypendialny i Szkoleniowy
ul. Mokotowska 43
00-551 Warszawa

with a note: "**FSS - DZIAŁANIE IV – Współpraca Instytucjonalna**"

The complete application documentation must include:

a) the original application (an application printout completed online, containing the required signatures and stamps) – 1 counterpart;

b) a copy of the original application – 1 counterpart;

c) appendices:

- letters of intent from partner institutions;
- CVs of experts (if applicable);
- a public aid statement (if applicable);
- power of attorney if the application was signed by a person other than authorised to represent the Applying Institution according to the relevant register or other document (if applicable).

In addition,:

- a current extract from the KRS - National Court Register - or other registration document as relevant;
- a copy of the formal financial statements for the last two financial years in which the accounts were closed - if the requested co-financing amount exceeds EUR 25,000.

III. BASIC INFORMATION ABOUT THE PROJECT

III.1. DETAILS OF APPLYING INSTITUTION

Address

Full official name	[In national language and lettering]		
	[In Latin alphabet]		
Type of institution	[see Table A "Institution type"]		
Legal status	<input type="checkbox"/> Private	<input type="checkbox"/> Public	
Size	[see Table B "Institution size"]		
No of pupils participating in the project (if applicable)			
No of people with a disability participating in the project (if applicable)			
Market orientation	<input type="checkbox"/> For-profit	<input type="checkbox"/> Non-profit	
Institution eligible for VAT refund	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
NIP/REGON			
Address	Street – number		
Postal code	City/town	Voivodship	
Country		Operational coverage	[see Table C - geographical coverage]
Institution's website (if applicable)		E-mail address (if applicable)	

Description of Applying Institution

General description of the institution: scope of operation, fields of expertise, specialisation and competencies relevant for the project [Limit: 500 characters]
Role of Applying Institution in the project [Limit: 500 characters]
Skills and experience of key employees involved in the project [Limit: 500 characters]

Main contact person for the project (project coordinator at the Applying Institution)

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs			
Name			
Surname			
Department/faculty (if applicable)			
Function			
Address of work place Street – number (if different from above)			
Postal code		City/town	
Country			
Phone no 1		Phone no 2	
Fax			
E-mail*			

* To this e-mail address the Intermediary will send confirmation of receiving the application hardcopy.

Person legally authorised to enter into legally binding commitments on behalf of Applying Institution.

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs			
Name			
Surname			
Institution			
Department/ faculty			
Function			
Address of work place		Street - number	
Postal code		City/town	
Country			
Phone no		Fax	
E-mail			

III.2. DETAILS OF PARTNER INSTITUTIONS

Partner no [1]

Address

Full official name	[In national language and lettering]		
	[In Latin alphabet]		
Institution type	[see Table "Institution type"]		
Legal status	<input type="checkbox"/> Private	<input type="checkbox"/> Public	
Size			
No of pupils participating in the project (if applicable)			
No of people with a disability participating in the project (if applicable)			
Market orientation	<input type="checkbox"/> For-profit	<input type="checkbox"/> Non-profit	
Institution eligible for VAT refund	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Address	Street - number		
Postal code		City/town	Voivodship
Country		Operational coverage	[Table D - geographical coverage]
Institution's website (if applicable)		E-mail address (if applicable)	

Description of partner institution

General description of the institution: scope of operation, fields of expertise, specialisation and competencies relevant for the project [Limit: 500 characters]
Role of the partner institution in the project [Limit: 500 characters]
Skills and experience of key employees involved in the project [Limit: 500 characters]

Main contact person for the project (project coordinator at the partner institution)

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs			
Name			
Surname			
Department/ faculty (if applicable)			
Function			
Address of work place	Street - number (if different from above)		
Postal code		City/town	
Country			
Phone no 1		Phone no 2	
Fax			
E-mail			

Add partner

IV. DECLARATION

The declaration must be signed by **the person legally authorised to enter into agreements on behalf of the Applying Institution**.

I, the undersigned,

request co-financing for my institution, as set out in part X of this application.

I represent that:

- The information contained in this application is accurate and true to the best of my knowledge;
- The institution that I represent has the relevant legal capacity to submit applications;
- I have been authorised to sign agreements on behalf of the applying institution;

I confirm that:

- The institution that I represent has the relevant legal powers, adequate and stable financing sources and individuals representing adequate professional competencies and qualifications to be able to realise this application;
- The abovementioned institution is not subject to any scheme of arrangement or liquidation proceedings, no bankruptcy or loss of its legal personality has been announced, it has not suspended its business activity, it is not subject to any proceedings concerning any of the above and is not in any corresponding circumstances as a result of a similar procedure provided in the national laws or regulations;
- Individuals acting on behalf of the abovementioned institution have not been convicted by virtue of a legally valid sentence for an offence associated with their professional activity, breach of professional ethics or punished for a serious professional misconduct;
- The abovementioned institution (or any member of its statutory bodies) has not been charged under a legally valid sentence for fraud, corruption or other illegal actions resulting in any kind of damage or exposure;
- The abovementioned institution has not been involved in any irregularities, whether wilfully or by negligence, in performing contracts or projects financed or co-financed from public funds;

I acknowledge that:

the institution that I represent is not going to receive any funds if during the application assessment procedure an incompliance is ascertained with respect to any of the above confirmed criteria, or if any of the following occurs:

- There is a conflict of interest (for family, personal or political reasons or through a common national, economic or other interest with the institution or person directly or indirectly involved in assessing this application);
- The institution is found guilty of misrepresentation in providing data required by the STF Office in the selection process, or failed to comply with the obligation to supply the required data.

In the case when this application is approved, the Foundation for the Development of the Education System, acting as STF Intermediary, will be entitled to publish the institution's name and address, information on the co-financed project, the amount granted and the co-financing percentage.

I acknowledge and confirm that the institution/organisation represented by me may suffer administrative or financial sanctions if it is found guilty of misrepresentation or essentially fails to fulfil its obligations resulting from the contract or the grant awarding procedure.

PROTECTION OF PERSONAL DATA

The co-financing application will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in compliance with the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The applicants' information provided as necessary for the assessment of the co-financing application will be processed only for that purpose by a department in charge of a particular scheme. Upon a written request, personal data can be provided to the applicant for its correction or supplementation. All queries regarding such data should be addressed to the Foundation for the Development of the Education System, to which the application should be submitted. The beneficiaries may lodge a complaint against the processing of their personal data to the European Data Protection Supervisor (http://www.edps.europa.eu/00_home.htm) at any time.

I hereby agree to the use and processing of my personal data as may be necessary for the needs of the Scholarship and Training Fund in compliance with the Personal Data Protection Act of 29 August 1997 (Journal of Laws of 2002 No 101 item 926, Art. 23.1.1) and I am aware of my rights under the Article 24 thereof.

Signature of the person authorised to sign documents on behalf of the Applying Institution	
Date	Signature
Name and surname	Stamp

V. DETAILS OF EXTERNAL EXPERTS

Note: part V should be completed only if external experts are to be engaged in the project activities. Employees of partner institutions may not be external experts.

Expert no [1]

1. Details

<input type="checkbox"/> Mrs <input type="checkbox"/> Mr	
Name	
Surname	
Name of institution	
Function	
Street	
Number	
Postal code	
City/town	
Country	
Phone number incl. extension	
Fax number	
E-mail	

2. Please describe briefly the expert's role in the project, the type of assignment to be fulfilled as relevant for the project and the competencies and experience relevant for its performance

[Limit: 500 characters]

Add expert

Please enclose a CV (the form in Appendix 2) of each expert including the rationale behind it not being possible to fulfil the assignment by the Applying Institution's or partner institution's staff members – max. 2 pages.

Subcontracting external experts for the project can be justified only if a specific assignment, necessary for achieving the project objective, cannot be fulfilled by staff members of institutions participating in the project.

VI. GENERAL PROJECT INFORMATION

1. Types of activities

Please mark which activities undertaken under the Scholarship and Training Fund will pertain to your project:

<input type="checkbox"/>	Organisation of seminars, workshops, conferences
<input type="checkbox"/>	Studies and analyses
<input type="checkbox"/>	Preparation of publications
<input type="checkbox"/>	Preparation and implementation of an intensive course for an international group of students
<input type="checkbox"/>	Preparation of new teaching tools and methods
<input type="checkbox"/>	School projects – joint task implementation by partner schools from Poland and from the donor countries
<input type="checkbox"/>	Other (please describe)

2. Reference to the STF's objectives

Please mark the Scholarship and Training Fund objectives in the table below that pertain to your project, apart from the first objective already marked (if your project does not refer to any of the remaining objectives, please leave empty boxes):

<input checked="" type="checkbox"/>	Increasing social and economic cohesion within the European Economic Area by facilitating activities in the field of education between Poland and the donor countries.
<input type="checkbox"/>	Broadening knowledge and developing methods based on best practices, and transfer of innovations in the area of education and training.
<input type="checkbox"/>	Promoting mobility of pupils, students, doctoral students, teachers and researchers between Poland and the donor countries.
<input type="checkbox"/>	Promoting cooperation and partnerships between institutions operating in the field of education in Poland and in the donor countries.

3. Reference to horizontal issues

Please mark in the table below horizontal issues covered by your project:

Sustainable growth integrating the environmental dimension	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Sustainable growth integrating the economic dimension	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Sustainable growth integrating the social dimension	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Good governance	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Gender equality	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Children	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
People with disability	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Human rights	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
HIV/ AIDS	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Minorities	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Poverty reduction	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Development of civil society	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Social dialog	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Trafficking	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>

Points awarded in respect of the horizontal issues:

2 points - maximum number of points should be awarded if the project is substantially related to a given issue. The issue is addressed directly and is the main objective of the project development and implementation.

1 point – medium number of points should be awarded if the project is only partially, rather than directly, related to a given issue. The given issue is planned as part of the project, however, it is not one of the main project reasons.

0 points – should be awarded if the specific issue is in no respect included in the project.

Cooperation with Iceland	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Cooperation with Liechtenstein	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Cooperation with Norway	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>

Points awarded in the assessment of bilateral cooperation:

2 points – should be awarded if the cooperation with a given partner is fundamental for the project, and without the partner’s participation the project could not be fully implemented. We consider the cooperation with a specific partner to be one of the goals or one of the key project issues which - if deleted - would require substantial modifications or prevent execution of some project parts. In this case, a partner’s letter of intent should be enclosed to the application.

1 point – should be awarded if the cooperation with a given partner from an EEA country is vital for the project, and the project execution and implementation plans provide for an active participation of that partner. In this case it is also necessary to obtain a letter of intent or a bilateral partnership agreement. Should either of the documents not be submitted, the expected active cooperation of the partner could be questioned as being based upon presumptions. An inaccurate and too general intention of cooperation is not sufficient for awarding 1 point.

0 points – should be awarded if no cooperation with an EEA partner is in place or if it is not indispensable for the project, or if the cooperation is not a substantive cooperation and could be realised by any other entity based on general cooperation terms.

VII. PROJECT DESCRIPTION

1. Summary

Please provide a brief description of the project in Polish and in English.

The description has to be clear and precise, contain the key issues of the project, and in particular:

- The analysis of needs addressed in the project
- Main project objectives with detailed targets
- Composition of the partner group in charge of the project implementation
- Expected project results
- Expected impact of the project on:
 - the quality of education/research activities carried out by the Applicant and Polish partner institutions,
 - reinforcement of partnership/cooperation between Polish and foreign institutions.

Summary in Polish

[Limit: 2000 characters]

Summary in English

[Limit: 2000 characters]

2. Project objectives

- Please list and describe the operational objectives and concrete objectives of the project;
- Please explain in what way will the project achieve the objectives and the assumed priorities agreed upon under the STF;
- Please clarify the premisses and real needs of the participating institutions addressed in the project (the present situation, previous actions in that regard or preparatory work, results of the needs' analyses etc.);
- Please describe end user groups to whom the results of your project will be addressed.

[Limit: 2000 characters]

3. Project implementation

3.1. Structure of partnership

Please describe:

- the distribution of tasks between participating institutions, the scope of responsibilities;
- methods and techniques of work;
- way of ensuring effective communication in the project

[Limit: 2000 characters]

3.2. Action schedule

Please provide your work programme by working stages. Please bear in mind that your planned activities ought to be in line with the project budget in part X of the application. The work programme has to cover the entire project duration. Project implementation may begin no sooner than on 1 October 2008 and shall last no longer than 24 months.

Estimated starting date	Estimated completion date	Description of activities/ mobility [Limit: 800 characters]	Partners involved [Limit: 200 characters]	Host country (only for mobility projects)
mm/yy	mm/yy			

3.3. Risk management

What potential difficulties do you expect to occur in the course of the project implementation and how do you plan to overcome them? What mechanisms will be in place if the actual quality departed from the expected level and/or the results fell behind the above schedule?

[Limit: 3000]

3.4. Monitoring and evaluation of the project actions and results.

Please describe:

- actions that will be undertaken in order to monitor and evaluate the project progress,
- what is your method of evaluation to determine if the objectives of the partner project have been achieved and the project had its impact as assumed? Please describe the evaluation at the participants' and project level. Please describe both internal and external evaluation.

[Limit: 3000]

VIII. ASSUMED PROJECT RESULTS AND IMPACT

1. Please describe what specific results/products should be expected in consequence of the project implementation.

Please provide the following details in the table:

- type of result (e.g. a study book, a teaching programme, a new teaching/training method etc.),
- target groups (end users of the results),
- languages of the results,
- carriers/media used (such as CD-Roms, the Internet, etc.),
- when the results will be available,
- the planned number of copies/print run (if stated in the project),
- teaching methods (if stated in the project),
- other.

Separate copies of the table below should be provided for each type of the project result.

Type of result	[Limit: 300 characters]
Target group/groups Potential beneficiaries	[Limit: 200 characters]
Language of the product	
Carriers/media used	
Availability (when?)	mm/yy
Planned no of copies (if applicable)	
Teaching methods (if applicable)	[Limit: 300 characters]
Other	

2. What will be the short-term and the long-term impact of the project results on the target group, the sector, potential users and also on the education system and teaching practices? What does the innovative character of the project involve?

[Limit: 2000 characters]

IX. DISSEMINATION OF RESULTS

Please describe the strategy and actions of partners to be undertaken in order to disseminate the project results at the sector and/or regional and/or national and/or international level.

[Limit: 3000]

X. PROJECT BUDGET

Note:

- a) The individual budgeted items should be stated in PLN and show total amounts;
- b) The budget should include only eligible costs, in accordance with the Guidebook of the Scholarship and Training Fund – Measure IV *Inter-Institutional Cooperation*;
- c) The co-financing amount may not exceed the equivalent of the required limits expressed in EUR as converted into PLN at the bid price of the NBP (National Bank of Poland) of the day of announcing the contest (this exchange rate is quoted after the announcement of each contest edition at www.fss.org.pl and in the "Call for proposals";
- d) You should ensure that the budget is consistent with the planned actions (Part VII Project Description).

Table 1. Cost of travel, accommodation and subsistence

Note: for foreign mobilities, the maximum acceptable subsistence daily rates and accommodation limit rates in EUR are specified in Appendix 4 *Table of maximum rates*. The daily subsistence limits for a project-related domestic mobilities are provided in the Ordinance of the Minister of Labour and Social Policy of 19 December 2002 on the amounts of and requirements for calculating payments to which an employee of a state-run or local-government entity is eligible in connection with domestic business travels (Journal of Laws of 2002 no 236, item 1990 as amended). The final settlement of the accommodation costs will be done according to actual costs (bills, invoices) maximally up to the limit indicated in the *Table of maximum rates* (Appendix 4).

Foreign mobility			
From (country)			
To (country)			
Type of mobility		[see Table D – Type of mobility]	
Total number of visitors			
No of staff members		No of students/pupils	
No of days			
Date of departure			
Date of arrival			
Costs of foreign mobility (PLN)			
I. Transportation cost			
II. Accommodation cost			
III. Subsistence cost (no of visitors x no of days x daily rates)			
IV. Insurance cost			
Domestic mobility			
Country			
Type of mobility		[see Table D – Type of mobility]	
Total number of visitors			
No of staff members		No of students/pupils	
No of days			
Date of departure			
Date of arrival			
Costs of domestic mobility (PLN)			
I. Transportation cost			
II. Accommodation cost			
III. Subsistence cost (no of visitors x no of days x daily rates)			
IV. Insurance cost			
Requested amount from the STF (I+II+III+IV)		TOTAL	

Table 2. Costs of seminars/conferences/workshops.

Please enter e.g. the cost of room rental, equipment lease.

Type of expenditure	Institution [choose from the list]	Requested amount (PLN)
1 [Limit: 200 characters]		
2		
3		
4		
....		
		TOTAL:

Table 3. Costs of compensation and fees

Costs of persons directly involved in the project, such as overtime, administrative work, substantive work - compensation of lecturers and experts' fees.

Person's function in the project (teacher/administration personnel /expert) plus information on the form of engagement (specific task contract /contract of mandate)	Institution	No of months/ days/ hours	Monthly/ daily/ hourly compensation/ fee	Requested amount (PLN)
1 [Limit: 100]				
2				
3				
4				
...				
				TOTAL:

Table 4. Costs of publication and print

Please state the type of publication and the print run.¹

Type of publication	Print run	Requested amount (PLN)
1 [Limit: 200]		
		TOTAL:

Table 5. Administrative expenses

(such as costs of purchasing stationery, postal and telecommunication expenses, bank charges). Please state your administrative expenses. The maximum amount of administrative expenses accounts for up to 10% of total eligible costs.

Cost type	Requested amount (PLN)
1. [Limit: 200]	
2.	
3.	
....	

¹ For publications representing an end-product under the project, the Intermediary may require submitting with the final report three offers for the development and printing of each publication.

	TOTAL:
--	--------

Table 6. Other costs

Please list all other costs related to the project, which may occur. The costs must be thoroughly described and justified.

Cost type	Justification	Requested amount (PLN)
1 [Limit: 200]		
2		
3		
4		
....		
		TOTAL:

Table 7. Own contribution (including funds from other sources)- minimum 10% of the total project costs.

	Source of financing	Cost type	Estimated contribution (PLN)
1. Applying Institution [Latin name]			
2. Partner institution no 1			
3. Partner institution no 2			
			TOTAL:

Table 8. Total project costs

A. Funds requested from the STF	Requested amount (PLN)
Cost type	
1 Costs of travel, accommodation, subsistence	
2 Costs of compensation and fees	
3 Costs of seminars/ conferences/ workshops	
4 Costs of publications and print	
5 Administrative expenses	
6 Other costs	
	TOTAL 1-6
B. Own contribution	
	TOTAL A+B

10. Please prove that the budget has been drawn up upon the effective use of resources. Please describe the principles of calculating individual budget figures.

[Limit: 1000]

XI. APPENDICES

Appendix 1. LETTER OF INTENT

Each partner institution is obliged to execute a letter of intent on its headed paper (in Polish or in English). Partners must provide their respective letters of intent in due advance to enable their enclosure to the application form submitted by the Applicant. At the stage of submitting applications, copies of letters of intent will be accepted, and originals will be required on signing the agreement.

A letter of intent must include the following information:

- Full project title;
- Address and phone numbers of the coordinating institution;
- Mailing details of partner institutions;
- Description of the organisation and its role in the project:
 - a short profile, competencies and experience relevant for the project;
 - a brief description of the specific role in the project;
 - a commitment to ensure high quality of the undertaking;
- The following declaration: "the partner institution is fully aware of the nature of the cooperation undertaken as part of the project, has read the Applicant's application document and fully accepts the same, and in particular:
 - the split of responsibilities between partners in the course of the project implementation and management;
 - the financial management and the fund flows between the partners.";
- Place and date;
- Signatures of persons empowered to represent the partners.

Appendix 2. CURRICULUM VITAE OF EXPERTS (if applicable)

Note: A CV form per one expert may not exceed two text pages.

Please complete the form separately for each expert.

The expert's CV form must contain the following information:

- expert's name and surname;
- his/her work place and position;
- education background - higher education facility and faculty;
- professional development: courses, post-graduate studies or other forms of development helpful for the expert's tasks under the project;
- experience in work on similar issues/problems to those touched on in the project;
- a clause "I agree to the processing of my personal data for the purpose of the recruitment, pursuant to the Personal Data Protection Act of 29 August 1997 (*Journal of Laws no 133, item 833 of 21 August 1997*). I understand that I am entitled to have access to my personal data and its correction.";
- a legible signature of the expert certifying that the data is true.

Appendix 3. PUBLIC AID STATEMENT (if applicable)

(to be completed by a Polish Applying Institution)

I. APPLICANT'S DETAILS

Institution details		
1.	Name:	
2	Address:	street: _____
		house no: _____
		unit no: _____
		postal code: _____
		city/town: _____
		commune: _____
		poviat: _____
	voivodship: _____	
3.a	Tax identification number (NIP)	
3.b	Number in the Official Register of Entities of the National Economy (REGON)	
4.	Type of institution	<input type="checkbox"/> private <input type="checkbox"/> public
Business activity		
5.	Does the Applicant conduct a business activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If YES, in what scope? (please enter type of business activity as stated in Applicant's registration document, including the European/Polish Classification of Activities code - EKD/PKD)	
6.	What is the purpose of the Applicant's expenditures made from its business funds? (please indicate all categories of expenditure made from the Applicant's business funds)	
7.	Is the project related in any way to the Applicant's business activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If YES, to what extent?	
	If YES, which cost categories funded as part of the project will be related to its business activity (cost type and amount)?	

II. DECLARATION *

I declare that the following institution
(full name of Applicant)

**** 1. received public aid¹ during the present reporting period and two preceding reporting periods, in the following amount:, which I hereby confirm by submitting the certificates, as stated in Art. 5 section 3 of the Act of 30 April 2004 on the procedural issues concerning public aid (Journal of Laws No 123, item 1291).**

**** 2. did not receive any public aid during the present reporting period and two preceding reporting periods.**

.....
*Signature of person /persons authorised
to represent the Applying Institution*

.....
Date and place

* Please complete taking into account all public aid certificates received during the present reporting period and two preceding reporting periods.

** Cross out invalid information.

¹ *de minimis* aid within the meaning of Art. 2 of the Commission Regulation (EC) no 1998/2006 of 15 December 2006 on the application of Articles 87 and 88 of the Treaty to *de minimis* aid (OJ L 379/5 of 28.12.2006) means the aid awarded to the same business entity during the present reporting period and two preceding reporting periods, which, combined with the aid granted under the Application, is not going to exceed an equivalent of EUR 200 000. The aid represents a gross value, i.e. it does not take into account deductions in respect of direct taxes. This cap is applied irrespective of the form and purpose of such aid. *De minimis* aid must be confirmed by a certificate of awarding the same. Therefore, the Beneficiary should indicate in the above declaration each aid received during a period requested in the declaration as to which the Beneficiary received a *de minimis* aid certificate.

Appendix 4. Table of maximum rates.

Note: the rates below concern only and exclusively foreign project-related mobility. The daily subsistence limits for domestic project-related mobility are provided in the Ordinance of the Minister of Labour and Social Policy of 19 December 2002 on the amounts of and requirements for calculating payments to which an employee of a state-run or local-government entity is eligible in connection with domestic business travels (Journal of Laws of 2002 no 236, item 1990 as amended).

Foreign mobility to EFTA/EEA countries (for Polish institutions)		
	Daily subsistence costs (including local transport) in EUR (PLN)	Maximum accommodation cost per day in EUR (PLN)
Staff members	53 (182)	150 (516)
Students/pupils	42 (144)	
Foreign mobility to Poland (for partner institutions from EFTA/EEA countries)		
	Daily subsistence costs (including local transport) in EUR (PLN)	Maximum accommodation cost per day in EUR (PLN)
Staff members	40 (137)	100 (344)
Students/pupils	32 (110)	

SUPPLEMENTARY TABLES

A. Institution type

CONS-GUID	Vocational guidance centre
EDU-SPNeed	Institution for special need pupils/students
EDU-VET	Vocational education organisation or centre
NFO-NGO	Non-governmental organisation (NGO)
RES-HE	Research centres at higher education institutions
RES-PUB	Public research centres (other than research centres at higher education institutions)
RES-PRV	Private research centres
ASC-ADLear	Association of adult listeners
ASC-VET	Association of vocational education institutions
ASC-ADEdu	Association of adult education organisations
EDU-SCHPrm	Primary school
EDU-SCHSec	Secondary comprehensive school
EDU SCHVoc	Secondary vocational school
EDU-UNIV	University or higher education institution (higher education level)
OTH	Other

B. Institution size

1-50
51-100
101-150
151-200
501-2000
2001-5000
above 5000

C. Geographical coverage

local
regional
national
European
international

D. Type of mobility

working visit
study visit of the institution's management staff
student/pupil exchange
mobility of teachers/tutors in relation to student/pupil exchange
training mobility
work shadowing
other

CHECKLIST

Before you send this form to the Intermediary, please make sure that your application complies with the requirements below:

- The Application has been completed and sent online no later than until 30 June 2008. The completion details can be found at www.fss.org.pl tab: *Wniosek on-line* [Online Application] and in the STF's Applicant's Guidebook for Measure IV – Inter-Institutional Cooperation.
- The relevant fields have been correctly completed.
- The minimum criteria regarding the size of the partner group have been met. The eligible minimum is a consortium comprising of a Polish Applying Institution and at least one EFTA/EEA partner institution.
- The Application has been completed in Polish and contains a summary (part VII.1 of the application) in Polish and in English.
- The action schedule (part VII 3.2 of the application) covers the entire project duration.
- Part X of the Application - Project Budget - has been completed.
- The Application form has been signed: the application should bear the original signature of a person authorised to represent the Applying Institution in part VI of the form. The signature confirms at the same time that none of the rejection criteria pertains to the above institution and that the institution itself has the financial and operational capacity for the project implementation.
- The application bears original stamps and seals: a name stamp of the person legally empowered to represent the Applying Institution and the institution's seal.
- All required appendices have been attached to the application (see part II of the application - General)
- A power of attorney has been enclosed to the application if the application is signed by a person different from the one indicated therein as being authorised to incur obligations on behalf of the Applying Institution.
- For non-public institutions, please enclose a copy of an extract from the relevant register confirming that the institution has been registered within the territory of Poland.