



ERASMUS+ STUDENT AND ALUMNI ASSOCIATION

Grant Application Form Erasmus+ Promotion Activity

Deadline - 20th August 2017

Title of the activity/event:	
Please specify if you apply as 1. Individual 2. On behalf of a group <i>(specify name of group/organisation)</i>	
Membership EMA, ESN, gE, OCEANS: <i>(please include a proof of membership with your application)</i>	
Collaborations with other partners? <i>(Name of the University, NGO, or Government Institutions, Companies, etc.)</i>	
Do you collaborate with other ESAA member organisations for this event? <i>(If yes, please indicate which ones and how will you collaborate)</i>	



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Applicant contact details for the purpose of this action	
Full name of the applicant:	
Postal address:	
Telephone number: <i>(fixed and mobile)</i> <i>Country code + city code + number</i>	
Contact person for this action (if different from applicant):	
Website of the Organisation (if there is any):	

In case you get selected, **ESAA promotional package** will be delivered to you. Please, provide us with the following information straight away:

Full name of the recipient:	
Postal address:	
Telephone number of the recipient:	

Any change in the addresses, phone numbers or email must be immediately indicated in writing to the evaluation committee (promotion@esaa-eu.org) and Service provider (service@esaa-eu.org)

NOTICE

When processing your application, any personal data (e.g. names, addresses), will be recorded and used for the purpose of the application process only. Unless otherwise specified, your replies to the questions



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and any personal data are required only to evaluate your proposal in accordance with the Guidelines for the call for proposal.

1. The Application

Instructions

Please note that the complete application form needs to be submitted together with a budget to promotion@esaa-eu.org **until: 20th August 2017**

There is no specific template for the description of the event but the applicant must ensure that the text:

- provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance;
- provides full information;
- is drafted as clearly as possible to enable it to be evaluated

1.1. Summary of the action/event

Title of the action/event:	
Location of the action/event: <i>specify country(ies), city, venue</i>	
Date(s) of the action/event: Is the date of the action/event fixed? Specific duration of the action/event: (in <i>months/days/hours</i>):	
Target group(s) and number of expected participants	

Cost of the action	
Total amount requested:	_____ EUR



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<p>(The detailed budget to be filled separately)</p>	
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1.2 Description of the action (Maximum 2,000 words)

1.2.1 What is your proposed action/activity? Please ensure the core activity is promoting Erasmus+.

1.2.2 What are the expected results during the project and on its completion? Please elaborate briefly.

1.2.3 Describe your collaboration with other organisations/institutions (if any).

1.3 Preparation

1.3.1 What are you planning to do in preparation of the activity?

1.4 Project Management & Implementation

1.4.1 How will the implementation of the project look like in detail? (Describe the different steps and activities)

1.4.2 How will you monitor the project implementation and what evaluation criteria are put in place to ensure a smooth project implementation?

1.5. Communication & Dissemination



1.5.1 What kind of dissemination activities are you planning to carry out and which channels will you use? Please describe the means of communication and dissemination of the project, including internal and external.

1.6 Funds requested

1.6.1 Provide details on the breakdown of your funding request, with justification as to why this cost needs to be incurred to meet the project objective.

The following is a budget template. You can add or remove the budget lines. You can use your own budget template and attach it to the application.

	Amount (units)	Cost in local currency	Cost in Euro	Total cost in Euro
1. TRAVEL & ACCOMMODATION				
1.1 Travel cost of speakers/experts/trainers				
1.2 Travel cost of organiser(s)				
1.3 Accommodation of speakers/experts/trainers				
1.4. Accommodation of organiser(s)				
2. ORGANISATIONAL EXPENSES				
2.1 Publications				
2.2 Promotional material				
2.3 Consumables - office supplies				
2.4 Cost of venues				
3. CATERING (if applicable)				
3.1 Food				
3.2 Beverages				



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4. OTHER EXPENSES (if applicable)				
4.1 (Please specify)				
Risk fund (10%)				
IN TOTAL				

Please justify your budget request. It is strongly recommended that you provide as precise information as possible.

1. TRAVEL & ACCOMMODATION

(please explain)

2. ORGANISATIONAL EXPENSES

(please explain)

3. CATERING

(please explain)

4. OTHER EXPENSES

(please explain)