**Participation in events organised by Erasmus+ National Agencies**

**Funding application**

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| --- | --- |
| **Title of event** |  |
| **Venue** (country and city) |  |
| **Start and end date** |  |

**ORGANISATION DETAILS**

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Registry code** |  |
| **Address** |  |
| **Website** |  |
| **E-mail address** |  |

**PARTICIPANT DETAILS**

|  |  |
| --- | --- |
| **Participant name** |  |
| **Position** |  |
| **E-mail address** |  |
| **Mobile phone** | +372  |

**I - Short explanation why participating in this event is important for your organisation and how the theme of the event is connected to the needs of your organisation**

(max 1000 characters):

**II - Short description of project idea** (if participating in a contact seminar)

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| (max 1000 characters): |

**III - Professional bio (short description of role(s) & interest(s) of participant in relation to the event theme)**

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| --- |
| (max 1000 characters): |

**BUDGET**

|  |  |
| --- | --- |
| **Venue** (country and city) |  |
| **Start and end date/Duration** |  |
| **Participation fee[[1]](#footnote-1)** (if applicable) |  |
| **Travel expenses** (max 500 €) |  |
| **Travel insurance** |  |
| **Subsistence expenses:** |  |
| **Accommodation[[2]](#footnote-2)** |  |
| **Daily Allowance** (for additional travel day(s), if needed, maximum 2 x50 €) |  |
| **Expenses related to special needs**  |  |
| **TOTAL GRANT REQUESTED (EUR):** |  |

**NB! The beneficiary is allowed to transfer funds of the awarded grant between different budget categories (if needed).**

**If the actual cost of the participation is smaller than the requested grant, then the remaining amount will be returned to Archimedes Foundation.**

**CONFIRMATION**

I hereby confirm that the data provided is correct.
In case of funding, I agree with publishing the funding data (name and address of organisation, amount awarded, nature and purpose of the grant awarded) on the website of Archimedes Foundation.

|  |  |
| --- | --- |
| **Name of legal representative** |  |
| **Position of legal representative** |  |

The application must be digitally signed by the legal representative of the organisation and sent via the website to Archimedes Foundation: <http://archimedes.ee/tegevused/dokumendi-saatmine/>

1. Participation fee covers accommodation, meals and other programme-related costs during the event. [↑](#footnote-ref-1)
2. Participant must apply for additional accommodation expenses in case the hosting National Agency does not cover these costs or the itinerary requires additional stay. [↑](#footnote-ref-2)