**Disclaimer: This Partner Template Form has been created by the Creative Europe Desk Denmark. It is to be used by the Lead Partner to facilitate the collection of the necessary information from each of the partners. It is ONLY to be used for the call entitled EACEA 29/2015 for 'Support to European cooperation projects'. It is the responsibility of the Lead Partner to ensure that the information below is correct and that it is up to date with regards to the current application round. Any incorrect information in this form is not the responsibility of the Creative Europe Desk Denmark.** [**More information on current call here**](https://eacea.ec.europa.eu/creative-europe/actions/culture/cooperation-projects_en)**.**

Dear [INSERT NAME OF PARTNER],

Please send the following information and documents, a completed version of this present form included, to [INSERT EMAIL ADDRESS AND NAME] at the latest [INSERT DATE]. Please make sure to complete all steps.

 **To be returned to the Lead Partner:**

* The Partner Template Form with ALL fields filled in.
* A signed and scanned Mandate (attached to this email)
* Partnership Information Form (attached to this email) which includes
	+ Unofficial translation in English, French or German of the aims and objectives of the organisation as per the statutes/articles of association of the organisation.
	+ Overview of the (main) activities in the cultural and creative sector of the last 2 years.
	+ CV('s) of the person (people) responsible for the overall coordination and implementation of the project for which the funding application is being made.
	+ Note: the text of the cooperation agreement may be attached to this as well.

**To be attached:**

* Statutes/articles of association (in original language).
* Copies of activity reports of the last two years (in original language).

**To be filled in for use in the e-form:**

|  |  |
| --- | --- |
| * **PIC** **Number** (9 digits):
 |  |

If you previously have participated in an EU programme, such as Erasmus+, Horizon2020, etc., your organisation will already have a PIC number.

**IF YOU DO NOT HAVE A PIC number**, you must first create an account in the Participants Portal and then create a **PIC number**. You can create an account and register your organisation here:

<http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>

Choose EXTERNAL organisation.

Further information on how to create a PIC can be found here: <http://ec.europa.eu/education/participants/portal>

|  |  |
| --- | --- |
| 1. Geographical region of partner organisation:
 |  |

1. Legal Representative/Contact Person of partner organisation:

|  |  |  |
| --- | --- | --- |
| Title | Family name | First name |
|  |  |  |
| Department/Faculty (if applic.) |  |
| Role in the organisation | Email address |
|  |  |

Address information (if different from PIC registered address):

|  |  |
| --- | --- |
| Street name and number | Postcode |
|  |  |
| Town | Cedex (if applic.) | PO Box (if applic.) |
|  |  |  |
| Country | Region |
|  |  |
| Telephone 1 | Telephone 2 (if applic.) | Fax (if applic.) |
|  |  |  |

|  |  |
| --- | --- |
| 1. Type of organisation (eg. theatre, museum, university):
 |  |

1. Please provide a short presentation of your organisation (key activities, affiliations etc.) relating to the domain covered by the project. (Max. 1000 characters)

Please describe the role of the organisation in the project. (Max. 1000 characters)

1. Please list the projects for which the organisation, or the department responsible for the management of this application, has received financial support from the EU Programme during the last three years.

|  |  |  |  |
| --- | --- | --- | --- |
| Programme or initiative | Reference number | Beneficiary organisation | Title of the project |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please list other grant applications submitted by your organisation, or the department responsible, for this project proposal. For each grant application, please mention the EU Programme concerned and the amount requested.

|  |  |
| --- | --- |
| Programme concerned | Amount requested (EURO) |
|  |  |
|  |  |
|  |  |
|  |  |

1. Staff information

|  |  |
| --- | --- |
| Number of staff employed by the organisation | Number of staff recruited by the organisation in relation to this project |
| Pemanent |  | Temporary |  | Permanent |  | Temporary |  |

1. Please describe how your international and/or European experience is relevant to the implementation of the proposed project. (Max. 500 characters)

|  |  |
| --- | --- |
| Please indicate your self-financing contribution (EURO)\*:  |  |

\*Here state the amount that your organisation will raise either on your own and/or how much your organisation will contribute with from your annual subsidy, if this is relevant

G4. What is the foreseen audience (general public, NOT partners in the project) for the activities which your organisation has planned for the project?

|  |  |
| --- | --- |
| Foreseen audience (who are they?)  | Foreseen number of persons |
|  |  |
|  |  |
|  |  |
|  |  |