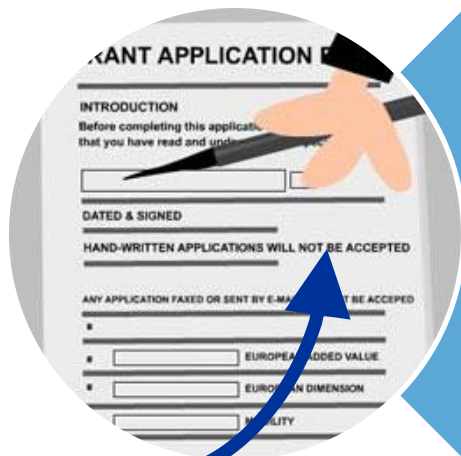


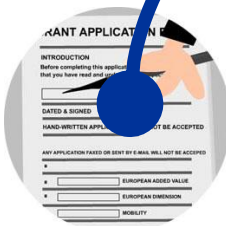


Generaldirektoratet for utdanning og kultur

# EUs kulturprogram



Søknadsskjema med budsjett





# Tidsplan for 2010

- 3. februar 2010      Søknadsfrist  
Administrativ behandling  
Ekspertvurdering
- 31. juli      2010      Skriftlig svar til søkere  
(senest)

Øversettelsen kan tidligst starte 1.september 2010



# Søknadsdokumenter

- Programguiden (2007-2013): **Kapittel V**
  - Revidert november 2009
- Søknadsskjema
- Budsjettskjema i Excel
- Juridisk enhet, bankidentifikasjon, evt. økonomisk kapasitetsskjema



# Søknadsskjema i syv bolker

- A** Søkerorganisasjonens kontaktdetaljer
- B** Beskrivelse av organisasjonen og virksomheten
- C** Beskrivelse av prosjektet
- D** Operativ kapasitet (internasjonal erfaring)
- E** Sprednings- og formidlingstiltak
- F** Tidsplan for aktiviteter
- G** Budsjettoverslag
- + VEDLEGG A B C D E F G H**

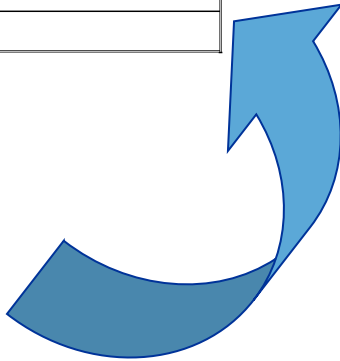


# Første side og A: Kontaktdetaljer

Application Form

Programme	Culture (2007-2013)
Sub - programme	NOT APPLICABLE
Action	Strand 1.2.2
Deadline	01/02/2009
Project title	NOT APPLICABLE
Application language	
Correspondence language with the Agency	

- Søknadsspråk
- Språk for kommunikasjon med EACEA



■ NA= not applicable = ikke fyll inn

Part A. Identification of the applicant			
<i>The parts A and B must be entirely filled in by the applicant</i>			
<b>A.1. ORGANISATION</b>			
Role in the application	NA		
Organisation's legal name:			
Acronym:			
Department, if applicable:			
Legal address:			
Post Code:		City:	
Region:		Country:	
Web site:	http://		
Telephone:		Fax:	





# B: Organisasjonen

B 1 Hva slags organisasjon?

- Juridisk status: Offentlig/Privat/Profit-Non profit etc.
- Forlag/Del av forlagsgruppering/Forlagsgruppering

B2 Hva driver organisasjonen med?

- Kort presentasjon av virksomheten

B3 Annen EU-finansiering de siste to regnskapsår:

- mottatt og søkt



# B: Organisasjonen

Part B. Organisation and activities	
<i>The candidate should refer to the applicable eligibility criteria as stated in the Programme Guide</i>	
B.1. STRUCTURE	
Legal Status	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Profit <input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> Char
Type of the organisation	<input type="checkbox"/> Publishing House <input type="checkbox"/> Part of a publishing group* <input type="checkbox"/> Publishing Group
* Name of the publishing Group to which your organisation is part of:	
B.2. OBJECTIVES AND ACTIVITIES OF THE ORGANISATION	
<i>Please provide a short presentation of your organisation or group (usual activities, affiliations, etc) in relation to the field covered by the project.</i>	

Alternativer for avmerkingsboks

Størrelse  
 Automatisk  Nøyaktig: 10 pt

Standardverdi  
 Deaktivert  Aktivert

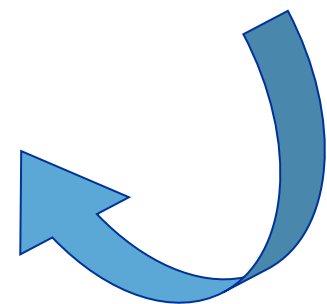
Kjør makro ved  
Oppstart: [ ] Avslutning: [ ]

Feltinnstillinger  
Bokmerke: [ ]

Avmerkingsboks aktivert  
 Beregn ved avslutning

Legg til tekst... OK Avbryt

Avmerkingsbokser må aktiveres





## C: Beskrivelse av prosjektet

- C1: Starttidspunkt og sluttidspunkt
- C2: Organisasjonens stiftelse og antall ansatte
- C3: Relevans for målene og felt: kryss av!
- C4: Sjanger, antall bøker, EU-pris: kryss av!
  - Prosjektbeskrivelse: hvorfor er det riktig å bruke EU-penger på akkurat dette tiltaket?

**Europeisk merverdi – kvalitet - spredning**



# C: Beskrivelse av prosjektet

## ■ C5: Om verket

Fyll inn for hver bok:

- Gi boka et nummer
- Sammendrag
- Oversetterrettigheter
- Opplysninger om oversetter
- Andre tilskudd

C.5. WORK TO BE TRANSLATED – Please copy and complete the entire section C 5 for each of the works proposed for translation

Book Number (from 1 to 10)	
	Title of the Book
	Author(s)
	Nationality or country of residence of the author
	ISBN
	Price in Euros
	Name of the publishing house
	Literary genre
	Original language
	Target Language
	Date of 1st publication
	Place of 1st publication
	Synopsis of the work: <i>(in English, French or German)</i>
	Has the work already been translated into this language? No <input type="checkbox"/>
	Will the work be translated in a bilingual edition? Yes <input type="checkbox"/> No <input type="checkbox"/>



# D: Operasjonell kapasitet

## ■ D1: Erfaringer

- De to siste års erfaringer med å gi ut oversatt litteratur (resultater

(Overflødig/gjentakelse for noen, men fyll inn likevel...)



# E: Spredning og formidling

- E1: Kommunikasjon og PR-tiltak
  1. Hvordan skal tiltaket gjøres kjent?
  2. Hvordan gi EU-synlighet?
  3. Kommunikasjons- og PR-plan
    - Angi målgruppe(r)
    - Angi media og estimere nedslag
- E2: Hvilke land er berørt av tiltaket?'
- E3: Antall trykte bøker /print run



# F: Fremdriftsplan

## PART F: TIMETABLE FOR THE IMPLEMENTATION OF THE PROJECT ACTIVITIES

Please fill in the following table in accordance with the detailed description of the project activities in point C.5  
 Please indicate all the date in the following format: DD/MM/YYYY

Project start date	...../...../.....	Project end date	...../...../.....		
Book N°5	Title of the Book to be translated	Scheduled date of the beginning of the translation work <sup>6</sup>	Scheduled date of delivery of the translation by the translator	Name of translator(s)	Scheduled date of publication
1		...../...../.....	...../...../.....		...../...../.....
2		...../...../.....	...../...../.....		...../...../.....
3		...../...../.....	...../...../.....		...../...../.....
4					...../...../.....
5					...../...../.....
6					...../...../.....

**OBS! Utbetalinger kan først skje 1. september.  
 Ikke mulig å betale forskudd til oversetter !**

# G: Budsjettet

(A) FLAT RATE BASED FINANCING									
1									
2	Name of the beneficiary								
3	Total number of books:								
4	The calculation of the grant is based on a fixed amount per page per target language. For more information please consult the 2007-2013 CULTURE Programme Guide.								
5	The maximum grant is € 60.000 per project. If the calculated total amount is higher than € 60.000, no grant will be awarded								
6	The minimum grant is € 2.000 per project. If the calculated total amount is lower than € 2.000, no grant will be awarded.								
7	Please do not provide any other budgetary information than requested on this page.								
8	Book number	Name of the book	Author	Translator	Number of pages	Target language (pull-down menu)	Flat rate per page	Calculation per book (...) pages of the book X flat rate	
10	1	AA	BB	CC	145	NO	24,04	3 485,80	
11	2					NO	0	0,00	
12	3					PL	0	0,00	
13	4					P1	0	0,00	
14	5					RO	0	0,00	
15	6					SK	0	0,00	
16	7					SL	0	0,00	
17	8					SR	0	0,00	
18	9					SV	0	0,00	
19	10						0	0,00	
20	<b>TOTAL Translation</b>								<b>3 485,80</b>



# G: Budsjettet

After having filled in the attached budget form, please, indicate the grant requested

A) Grant calculator (requested amount in EUR)	EUR .....
B) Budget form for Poetry only (requested amount in EUR)	EUR .....
Grant requested (requested amount in EUR)	EUR .....

*Ikke mindre enn  
2000 eller større  
enn 60 000 euro*



# Vedlegg

**Check List for the Annexes**  
Please note that these annexes must be included in the application

<b>ANNEX A</b>	<b>Activity Reports of the past two (2) years</b> Activity reports of the applicant organisation of the past two years	YES	<input type="checkbox"/>
<b>ANNEX B</b>	<b>Curriculum Vitae</b> <ul style="list-style-type: none"> <li>CV of the legally representative person for the applicant organisation</li> <li>CV of the person in charge of overall co-ordination of the project (project manager)</li> <li>CV of the translators</li> </ul>	YES	<input type="checkbox"/>
<b>ANNEX C</b>	<b>Legal Entity Identification form</b> to be downloaded at the following website: <a href="http://europa.eu.int/comm/budget/execution/legal_entities_en.htm">http://europa.eu.int/comm/budget/execution/legal_entities_en.htm</a> + documents attesting to the legal status of the entity	YES	<input type="checkbox"/>
<b>ANNEX D</b>	<b>Financial Identification Form</b> Please attach the bank identification, relevant to your country, which you will find at the following Internet address: <a href="http://ec.europa.eu/budget/execution/fiers_en.htm">http://ec.europa.eu/budget/execution/fiers_en.htm</a> The form needs to be stamped and signed by the account holder and by a representative of the bank.	YES	<input type="checkbox"/>

<b>ANNEX E</b>	<b>Official accounts (Balance sheets + Profit/Loss accounts)</b> Approved accounts for the last financial year of the applicant organisation (except where the organisation is a public body or has just been established - in which case approved accounts to date are sufficient)	YES	<input type="checkbox"/>
<b>ANNEX F</b>	Copy of the original books proposed for translation (photocopies of the books will not be accepted)	YES	<input type="checkbox"/>
<b>ANNEX G</b>	<b>Declaration on the honour concerning the works to be translated</b>	YES	<input type="checkbox"/>
<b>ANNEX H</b>	Any material to support the application (e.g. press release etc.)	YES	<input type="checkbox"/>



# Legal entity + financial identification

 **LEGAL ENTITIES**

PRIVACY STATEMENT [http://ec.europa.eu/budget/execution/legal\\_entities\\_fr.htm](http://ec.europa.eu/budget/execution/legal_entities_fr.htm)

**PRIVATE COMPANIES**

TYPE OF COMPANY

NGO YES  NO  (Non-Governmental Organisation)

NAME(S)

ABBREVIATION

ADDRESS OF HEAD OFFICE

POSTCODE  P.O. BOX

TOWN/CITY

COUNTRY

VAT (1)

PLACE OF REGISTRATION

DATE OF REGISTRATION      
D D M M Y Y Y Y


REGISTRATION No (2)

PHONE  FAX

E-MAIL

THIS "LEGAL ENTITIES" FORM SHOULD BE COMPLETED AND RETURNED TOGETHER WITH:  
 1. A COPY OF THE VAT REGISTRATION DOCUMENT IF APPLICABLE AND IF THE VAT NUMBER DOES NOT APPEAR ON THE OFFICIAL DOCUMENT REFERRED TO AT 2 BELOW.  
 2. A COPY OF SOME OFFICIAL DOCUMENT (OFFICIAL GAZETTE, COMPANY REGISTER ETC.) SHOWING THE NAME OF THE LEGAL ENTITY, THE ADDRESS OF THE HEAD OFFICE AND THE REGISTRATION NUMBER GIVEN TO IT BY THE NATIONAL AUTHORITIES.

DATE AND SIGNATURE OF AUTHORISED REPRESENTATIVE

 **FINANCIAL IDENTIFICATION**

PRIVACY STATEMENT [http://ec.europa.eu/budget/execution/files\\_fr.htm](http://ec.europa.eu/budget/execution/files_fr.htm)

**ACCOUNT NAME**

ACCOUNT NAME(1)

ADDRESS

TOWN/CITY  POSTCODE

COUNTRY

CONTACT

TELEPHONE  FAX

E-MAIL

**BANK**

BANK NAME

BRANCH ADDRESS

TOWN/CITY  POSTCODE

COUNTRY

ACCOUNT NUMBER

IBAN(2)

REMARKS:

**BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE**  
(Both Obligatory)(3)

**Husk signatur og stempel!**

(1) The name or title under which the account has been opened.  
 (2) If the IBAN Code (International Bank account number) is applied in the country where the account is opened.  
 (3) It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.





# Ikke glem!

Følgebrev

Signatur og stempel i søknaden  
(s. 13 og s. 14)

Financial Capacity form for  
beløp over 25. 000 euro

Applicant's legal name	
Legal status of the applicant <sup>1</sup>	
Currency	
Date on which the last annual accounts were closed <sup>2</sup>	
Equity capital <sup>3</sup>	
Incorporation expenses	
Net profit/loss for the fiscal year after tax	
Balance sheet total <sup>4</sup>	
Duration of the project in years <sup>5</sup>	
Operating result <sup>6</sup>	
Depreciation allowance recorded as operating expenses	
Cost of the project for the applicant <sup>7</sup>	
Total expenses according to the profit and loss account <sup>8</sup>	





# Prosjektet når gjennom!

Tenk  
rapportering fra  
dag 1

Hold EU  
underrettet om  
eventuelle  
endringer

Overhold alle  
frister

Samle på  
dokumentasjon  
underveis:  
bilder,  
presseklipp,  
bilag osv.

Dokumenter og  
forklar alle  
utgifter i  
rapporten



# Mer informasjon og rådgivning



Astrid Bjerke, tlf: 22 47 83 30



[astrid.bjerke@kulturrad.no](mailto:astrid.bjerke@kulturrad.no)



[kulturprogrammet.no](http://kulturprogrammet.no)



Lykke til!



NORSK  
KULTURRÅD