



Community Vocational Training Action Programme

Phase II : 2000–2006

APPLICATION FORM

**Pilot projets, Thematic actions, Language competences,
Transnational networks, Reference material**

Revised version 2002–2006 (October 2001)

Reserved for the Commission or the National Agencies

Country	Year	Selection procedure	Pre-proposal or full proposal (P / F)	Projet number
				PP- TH- LA- NT- RF-

EUROPEAN COMMISSION

Receipt Acknowledgement

This page will be returned to you when we have received your application form. Please therefore complete the information below clearly.

Title of proposal:

Name of promoting organisation	
Name of contact person	
Street Number – Street	
Country code – Post code – Town/City	

Date you sent in your proposal	
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Reserved for National Agencies and Commission:

We acknowledge receipt of your application concerning your proposal:

Country	Year	Selection procedure	Pre-proposal or full proposal (P / F)	Project number
				PP- TH- LA- NT- RF-

Please use this number in all communication with your National Agency and/or the Commission.

Yours sincerely,

A. PROMOTING ORGANISATION

The proposal must be submitted by a private, public or semi-public organisation

Name of the organisation in national language <i>(full)</i>	ODENSE TEKNISKE SKOLE
<i>(abbreviated if applicable)</i>	OTS
Name of the organisation in EN, FR or DE <i>(if available)</i>	ODENSE TECHNICAL COLLEGE
Type of organisation	OF

Head Office

Street	Allegade
Number	79
Post Code	DK 5100
Town/City	ODENSE
Country	DENMARK

Contact Person

Name	Mr. Ole Bech Kristensen
Position	Head of Department
Street	Allegade
Number	79
Post Code	DK 5100
Town/City	ODENSE
Country	DENMARK
Telephone	+45 6312 6500
Fax	+45 6312 6629
E-mail	o-bech@inet.uni2.dk
Website	http://www.int.ots.dk

A. PROMOTING ORGANISATION

Authorised signatory

Name Mr. Niels Henning Olsen

Position Direktør

The undersigned certifies that all information given in this form is accurate.

Date

Signature

Stamp

B. PROJECT OUTLINE

B.1 GENERAL INFORMATION

Measure	Language competences (LA)																																																																						
Community call for proposal:	2000–2002																																																																						
Form drafting language	EN																																																																						
Title (max. 200 characters, including spaces)	Best Practice Best Language Teaching Method																																																																						
Acronym/short title (max 25 characters)	BPBLTM																																																																						
Which objective(s) of the Programme does your project address ? <i>(Please refer to the General Guide)</i>	"improve the skills and competencies of people, ..."																																																																						
Which priority in the current Call does your proposal address ? <i>(Please indicate one and only one priority by providing the relevant number as in the Call for proposals)</i>	1																																																																						
If your project targets directly one or more of the following issues, please tick the relevant box(es):																																																																							
Total number of partners per country, including promoter and co-ordinator.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>1</td><td>BE</td><td>0</td><td>FR</td><td>0</td><td>AT</td><td>0</td><td>IS</td><td>0</td><td>BG</td><td>0</td><td>LT</td><td>0</td><td>SI</td> </tr> <tr> <td>1</td><td>DK</td><td>0</td><td>IE</td><td>0</td><td>PT</td><td>0</td><td>LI</td><td>0</td><td>CZ</td><td>0</td><td>HU</td><td>0</td><td>SK</td> </tr> <tr> <td>1</td><td>DE</td><td>0</td><td>IT</td><td>0</td><td>FI</td><td>0</td><td>NO</td><td>0</td><td>CY</td><td>0</td><td>MT</td><td>0</td><td>TR</td> </tr> <tr> <td>0</td><td>GR</td><td>0</td><td>L</td><td>0</td><td>SE</td><td></td><td></td><td>0</td><td>EE</td><td>0</td><td>PL</td><td></td><td></td> </tr> <tr> <td>2</td><td>ES</td><td>1</td><td>NL</td><td>1</td><td>UK</td><td></td><td></td><td>0</td><td>LV</td><td>1</td><td>RO</td><td></td><td></td> </tr> </table> <p style="text-align: right; color: red; font-size: small;">automatically filled</p>	1	BE	0	FR	0	AT	0	IS	0	BG	0	LT	0	SI	1	DK	0	IE	0	PT	0	LI	0	CZ	0	HU	0	SK	1	DE	0	IT	0	FI	0	NO	0	CY	0	MT	0	TR	0	GR	0	L	0	SE			0	EE	0	PL			2	ES	1	NL	1	UK			0	LV	1	RO		
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0	GR	0	L	0	SE			0	EE	0	PL																																																												
2	ES	1	NL	1	UK			0	LV	1	RO																																																												
Total number of partners, including promoter and	8 automatically filled																																																																						

co-ordinator	
Total number of countries	7 automatically filled
Duration of project	24 months
Total budget	400000 Euro
Grant requested from the Leonardo da Vinci Programme	300000 Euro
% of total budget	75 %
Target sector(s) <i>(i.e. sectors which will benefit from the outcomes of the project)</i>	Codes: D28 M80 F45
Which languages are targeted?	DA NL RO OT OT NO NO NO NO NO NO NO
At which level of proficiency?	beginner intermediate

B.2 COMBINED PROPOSALS SUBMITTED UNDER THE CURRENT SELECTION YEAR

Is your proposal **combined** with one or more Leonardo da Vinci proposals **under different measures** in the current selection year?

NO
(please give details in table below)

Measure	Country	Promoting organisation	Title of proposal
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B.3 PROPOSALS BASED ON RESULTS OF PREVIOUS PROJECTS

If your proposal is based on the results of one or more previous projects under the Leonardo da Vinci or Socrates programmes, other Community programmes/initiatives (including PHARE) or local/regional/national initiatives, please indicate below whether your project is a "dissemination" project, a "valorisation" project, or a project continuing or further developing work previously done without any special focus on dissemination or valorisation.

Please provide also detailed reference to the previous project(s) in the table below.

If you are submitting a full proposal, please enclose a copy of any products produced or in course of production within the previous project(s).

dissemination project

Year	Programme or Initiative	Identification number	Contract organisation	Title of the project	Body to which the proposal was submitted and country
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B.4 OTHER PROJECTS DIRECTLY RELATED TO THIS PROPOSAL

Have you, or any of your partners, already obtained financial support for a project directly related to this proposal within the Leonardo da Vinci programmes (1st or 2nd phase) or under other Community programmes/initiatives in the last five years?

NO
(please fill the table below)

Year	Programme or Initiative	Identification number	Contracting Organisation	Title of the project	Body to which the proposal was submitted and country
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B.5 SUMMARY

Please provide a short description of your proposal (max 1 page/ 30 lines, if possible), explaining **what** you are going to do and **why**. For Reference material, include a brief summary of the proposed research methodology. You are kindly requested to provide this summary in English, French or German. (*Parts of this summary may be used in directories of selected projects*).

(max 4000 characters)

Difficulty with foreign languages is by far the most feared problem when young Europeans contemplate working or studying abroad. Language is a key instrument for a common understanding between citizens of Europe and for exploiting the rich cultural heritage of Europe. In 2000 a survey among teachers in the EU countries showed that teachers of less taught languages have little pedagogical and methodological training and the course materials for these languages were rarely communicative in nature. The survey emphasised the need for improvement in this area. The main project target group is teachers of the less taught languages in technical colleges. Often these teachers are not educated as language teachers thus not making use of effective communicative language teaching methods. Apprentices from the iron and metal crafts and Building and construction will also benefit from a better language teaching before they go to other European countries as part of their college training or work placement periods. Even very basic language skills can provide a way for understanding culture and for personal relations. The project wants to transfer the best practice of language teaching methods to the teaching of less taught languages like Basque, Danish, Dutch, Gaelic and Romanian. The project team will, based on its experiences with language teaching methods, select and adapt the best methods for teaching communicative skills in the less taught languages in technical colleges. Among the methods used by the partners are: Task Based Teaching, Learner autonomy, simulations, web quests, the Rassias Method, tandem learning and use of communication systems (First Class) prior to an exchange of students to let classes communicate with classes in other countries. For each method the project team will develop sets of materials and instructions for exemplary lessons. The materials will be ready for use in Basque, Danish, Dutch, Gaelic, Romanian and they will also be translated into English, German and Spanish to facilitate later use in other languages. To help the training of the less experienced teachers the use of the methods and materials will be demonstrated through instructional video recordings of exemplary lessons. The final products will be: 1. A video library (DVD and VHS) with commented recordings of the methods used in classes. 2. A manual with method descriptions, instructions and ready to copy and use materials 3. A website with a. the materials, manual (in .html and .pdf format) and videos (in streaming format) b. discussion areas where teachers can comment and share advice on the different methods c. notice board where teachers can share materials and propose new methods and ideas e. e-mail lists through which teachers can discuss, follow the debate and know when new materials have been added The project results will be disseminated on a wide scale from the very beginning and continuing after the project period. This is done through the EfVET website, workshops at EfVET conferences, EfVET newsletters, the project website www.languages.dk and submissions of presentations and articles to EuroCall, Calico and other relevant educational organisations.

C. PROJECT AIM

In filling in this section please use half page/15 lines max per question or group of questions

C.1 JUSTIFICATION OF THE PROPOSAL

1. What needs does your project address? How did you identify them?
2. What are the primary target groups concerned (audiences, organisations, sectors, territorial levels)?

(max 4000 characters)

1. According to a Eurobarometer survey carried out in 1997, Difficulty with foreign languages is by far the most feared problem when young Europeans contemplate working or studying abroad. Enlargement of the European Union in the future will make proficiency in modern languages even more important. Language proficiency is a key instrument for a common understanding between citizens of Europe and for exploiting the rich cultural heritage of Europe (European Report On Quality Of School Education, May 2000). This need for communicative skills in foreign languages is the main target of the project. Teachers in technical colleges teaching the less taught languages are often not educated as language teachers. This means that research and improvements in language teaching methods have not been applied to the less taught languages. This is based on our own experiences as well as the Eurydice Studies "Foreign Language Teaching in Schools in Europe" 2001) and as stated in "The European Language Learning Materials Survey" (December 2000) "Many felt that lower level course materials for less widely used and taught languages (LWUTL) were rarely communicative in nature (which they attributed to the fact that teachers of LWUTL have little pedagogical and methodological training), and emphasised the need for improvement in this area. In the same vein, the lack of a "learning to learn" approach in LWUTL materials was mentioned «. The project will develop, select and test methods and materials to be used for teaching the less taught languages The urgent need for such is well documented in "The European Language Learning Materials Survey" (December 2000) 2. The primary target group is teachers in technical colleges teaching the less taught languages. But because of better teaching methods and communicative materials the increasing numbers of apprentices from Iron Metal and Building Construction who need language skills in the less taught languages will also benefit from the project results.

3. What are the specific aims of the project?
4. How does your project address the programme objectives and the priority of the call for proposals which you indicated above?

(max 4000 characters)

3. The project aims at: · preparing the students for work placement and school stays in other European countries through teaching the languages of these countries. · improving the teaching of the less taught languages by gathering, testing and describing the methods most suitable for teaching apprentices communication skills. · Developing and testing exemplary lessons using the chosen methods complete with materials · Training the teachers of the less taught languages through texts and video recordings of exemplary use of methods in language lessons · Ensuring a continuous exchange of experiences, language teaching methods and materials for use in technical colleges through an interactive web and conference platform 4. The project addresses the programme objectives and call priority one by ensuring better results of the language teaching and of the apprentices' work placements and school periods in other European countries. This also provides for a better understanding of the countries' cultures and working conditions, which has a significant impact on priority one: Employability. Apprentices who successfully have completed a work placement or school period in another country will find it easier to achieve employment in other European countries. This mobility will also influence their chances of employment in their own countries.

5. Please explain in what way your proposal makes an original contribution to existing European and national vocational training systems and practices *(You may wish to refer here to existing work and information at national and European level)*

6. What innovation (innovative methods, products, practices, etc.) does your proposal offer? If this is a "Reference material" proposal, please specify also the innovative aspects as regards the existing field of knowledge and the methods and tools for observation and analysis.

(max 4000 characters)

5. Helping to improve teaching of less taught languages at technical colleges makes an original contribution to existing practices. The project displays a selection of language teaching methods suitable for teaching apprentices in technical colleges communicative skills and culture. The methods and results will be based on the partners' experiences and adapted to the less taught languages. The methods will be demonstrated through commented video recordings of exemplary lessons complete with ready to use materials, this will enable the less experienced teacher to understand how to apply the method in his/her own teaching. 6. The project will help change the ways in which the less taught languages are taught in technical colleges. For the apprentices this will lead to a higher quality of their school stays and work placements in other countries. One of the project products is a website with materials and an online video library from which the videos can be seen as streaming video. This product will continue to be developed even after the project period as the teachers can comment on the different methods and also exchange ideas and materials. To ensure use of the project results in areas with different technical facilities the resulting texts will be available as a booklet/manual. The videos will be produced as DVDs making use of the language and subtitle facilities but they will also be available as VHS recordings from the DVD.

7. **If your proposal is combined with** other Leonardo da Vinci proposals presented in this selection year (see section B.2), please explain the interdependence with the other proposals and the expected added value.

(max 4000 characters)

8. **If your proposal is based on results of previous projects** (see section B.3)

- **For proposals focusing on dissemination:** please explain how you will adapt and transfer the results of the previous project/s to other sectors/target group/geographical areas.
- **For proposals focusing on valorisation:** please explain how you will carry out the thematic analysis, and what are the strategies envisaged to transfer the results to policy makers at different levels
- **For other proposals:** please explain how your project builds on the work previously done

(max 4000 characters)

9. **If your proposal is directly related to other previously funded projects** (see section B.4), please explain this relationship and the expected added value.

(max 4000 characters)

C.2 RESULTS AND IMPACT

1. What specific results and products are expected in the course of the project and on its completion? Please provide a detailed description of the expected results and specify in what form (methods, medium and language), when and for what target group they will be available

2. If you have indicated in B.1 that your project targets **directly** the development of practices to facilitate access to training for people most at a disadvantage in the labour market, including disabled people, and/or equal opportunities for women and men, with a view to combating discrimination in training provision, and/or the promotion of social dialogue in vocational training, please explain how this will be achieved.

(max 4000 characters)

1. The project will result in a presentation of the most suitable language teaching methods to be used with apprentices learning the less taught languages. The presentation will comprise a field handbook, a printed guide, a video library and a website: A field handbook (which can also be downloaded from the website) with descriptions, examples and materials for testing the selected methods. The field handbook will be available at a nominal cost. To ensure a wide usage of the results the field handbook will be in English, German, Romanian, and Spanish. A printed guide on how to assist apprentices preparing for going to other European countries. The first edition of the guide will be in place on the website at the end of the first project year. The guide will be available at a nominal cost. To ensure a wide usage of the results the guide will be in English, German, Romanian, and Spanish. A DVD and VHS video library with recordings showing step by step the use of the selected methods. The videos will be recorded in the languages taught with an English commentary, but with subtitles in English, German, Romanian, and Spanish. The videos will be sold at a nominal cost. A website, which is accessible at all levels without any fees. The site will be available from the project start with:

- The video library. The first video will be available after six months, and the full video library will be available at the end of the project.
- Comments and instructions on how to use the demonstrated methods that can be seen on the videos. These will be in place at the same time as the videos. The texts will be in English.
- Teaching materials and student handouts for testing the lessons. These will be available at different intervals in the project, but the first examples are ready for use at the end of the first six months project period. The materials will be available in the target languages. The 'OT' languages are Basque and Gaelic.
- A discussion area where teachers can comment on the methods and materials. This will be in place from the first day of the project. The project working language is English, but in the discussion areas all languages are welcome
- A notice board where teachers can upload and share materials and ideas with other language teachers. This will be in place from the first day of the project. The materials will be in the target languages with English instructions on use.
- A guide on how to prepare apprentices for going to other European countries. The first edition of the guide will be in place on the website at the end of the first project year. To ensure a wide usage of the results the guide will be in English, German, Romanian, and Spanish.

3. What is the expected impact of the project, in the short and in the long term, as regards both the primary target group and other groups to which the project's results might be transferred?

4. What dissemination strategies and activities are planned to ensure that the project results have the desired impact?

(max 4000 characters)

3. The project will from the very start have an impact on the use of communicative language teaching methods in the teaching of the less taught languages. This is ensured by the ongoing dissemination strategy. The results of the project will be placed in the project website www.languages.dk/methods as they are completed during the project. This means that teachers of the less taught languages already from the first project year can download and use the developed materials, method guides and descriptions. The final target group, the apprentices from Iron Metal and Building Construction, will achieve a higher level of communicative skills in the less taught languages as the proposed teaching methods are applied. This will prepare them for their work placement and school periods in other European countries, which will eventually make them more mobile. By the completion of the project the results will mean an improvement in the teaching of the less taught languages as the language teachers work with the resulting materials. The demonstrated methods will supply the less experienced language teacher as well as the more experienced teachers with a suite of tools for teaching foreign languages, which will also have an impact on

language teaching in the more commonly taught languages. 4. The project dissemination strategy is based on a number of channels and methods: · October 2002 (before the project is approved) Presentation of the project ideas at the EfVET annual conference. This is guaranteed by EfVET as a partner www.efvet.org · On the first day of the project period the project website is created under www.languages.dk which ensures more than 20,000 visitors a year. Already from the start the project website will have a content that will give language teachers reason to return to the site. From the project pages a discussion area will be established with a list server where visiting teachers can register and be informed of new materials or debate entries. The list server and the debate areas will be part of the EfVET website thus becoming the focus of technical and commercial colleges all over Europe. · The web pages with videos, materials, and debate fora with attached list servers will ensure a continuous use of the developed materials after the completion of the project. It will also mean a continuous exchange of methods, materials and ideas among language teachers. · May 2003 the intermediate results, plans and methods of the project will be presented at the WorldCall conference www.worldcall.org · October 2003 The ongoing project will be presented at a workshop at the annual EfVET conference. This is guaranteed by EfVET as a partner. · 2004 The almost finished project will be presented at the EUROCALL 2004 conference www.eurocall.org, at the CALICO symposium 2004 www.calico.org and at the annual EfVET conference. · 2005 the finished project will be presented at the annual EfVET conference as well as on the EfVET website · The project manual and video library will be distributed at nominal costs. The advertisement will be through brochures and use of available media and newsletters The project will in the process from start to finish be presented on a regular basis in the EfVET newsletter, the INFODOK The Information and Documentation Centre for Foreign Language Pedagogics (<http://www.dpb.dpu.dk/infodok/>), The CALICO Journal, the RECALL (the Journal of Eurocall) and in a variety of newsletters in the countries represented by the project team.

D. PARTNERS

D.1 OVERVIEW OF PARTNERS

Please provide information on all partners (including promoter and co-ordinator) in alphabetical order of country code

N.B. Attach letters of intent from partners (see Annex 1)

N°	P1 (PROMOTER)		
Name of Organisation/Institution in national language	ODENSE TEKNISKE SKOLE		
Name of Organisation in EN, FR or DE <i>(optional and if applicable)</i>	ODENSE TECHNICAL COLLEGE		
Org. type code	OF	Sector code	M80
Country code	DK	Size code	S3
Region code	DK008		
Contact person			
Name	Ole Bech Kristensen		
Gender	Mr		
Street	Allegade		
Street N°	79		
Town/City	ODENSE		
Post Code	DK 5100		
Telephone	+45 6312 6500		
Fax	+45 6312 6629		
E-mail	o-bech@inet.uni2.dk		
Budget			
Total	96000 Euro		
Requested from Leonardo	72000 Euro		

D. PARTNERS

D.1 MORE PARTNERS

Please provide information on all partners (including promoter and co-ordinator) in alphabetical order of country code

N.B. Attach letters of intent from partners (see Annex 1)

N°	P2		
Name of Organisation/Institution in national language	EFVET EUROPEAN FORUM OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING		
Name of Organisation in EN, FR or DE (optional and if applicable)			
Org. type code	EUR	Sector code	O91
Country code	BE	Size code	S4
Region code	BE1		
Contact person			
Name	Frans Schneider		
Gender	Ms		
Street	EfVET Central Office, Rue de la Concorde		
Street N°	60		
Town/City	Brussels		
Post Code	B-1050		
Telephone	+32 2 511 0740		
Fax	+32 2 511 0756		
E-mail			
Budget			
Total	8000 Euro		
Requested from Leonardo	6000 Euro		

D. PARTNERS

D.1 MORE PARTNERS

Please provide information on all partners (including promoter and co-ordinator) in alphabetical order of country code

N.B. Attach letters of intent from partners (see Annex 1)

N°	P3		
Name of Organisation/Institution in national language	BBS TECHNIK I LUDWIGSHAFEN		
Name of Organisation in EN, FR or DE <i>(optional and if applicable)</i>			
Org. type code	OF	Sector code	M80
Country code	DE	Size code	S3
Region code	DEB3		
Contact person			
Name	Wolfgang Stutzmann		
Gender	Mr		
Street	Franz-Zang-Str.		
Street N°	3-7		
Town/City	Ludwigshafen		
Post Code	67059		
Telephone	+49 621 5044123		
Fax	+49 621 5043789		
E-mail	Wolfgang.Stutzmann@t-online.de		
Budget			
Total	49350 Euro		
Requested from Leonardo	37000 Euro		

D. PARTNERS

D.1 MORE PARTNERS

Please provide information on all partners (including promoter and co-ordinator) in alphabetical order of country code

N.B. Attach letters of intent from partners (see Annex 1)

N°	P4		
Name of Organisation/Institution in national language	CEBANC-CDEA		
Name of Organisation in EN, FR or DE (optional and if applicable)			
Org. type code	OF	Sector code	M80
Country code	ES	Size code	S3
Region code	ES21		
Contact person			
Name	Paloma Enriquez		
Gender	Ms		
Street	Berio		
Street N°	50		
Town/City	San Sebastian		
Post Code	20018		
Telephone	3443316900		
Fax	3443316482		
E-mail	penriquez@cebanc.com		
Budget			
Total	49350 Euro		
Requested from Leonardo	37000 Euro		

D. PARTNERS

D.1 MORE PARTNERS

Please provide information on all partners (including promoter and co-ordinator) in alphabetical order of country code

N.B. Attach letters of intent from partners (see Annex 1)

N°	P5		
Name of Organisation/Institution in national language	ITE – CECE INSTITUTIO DE TÉCNICAS EDUCATIVAS DE LA CECE		
Name of Organisation in EN, FR or DE (optional and if applicable)	ITE-CECE		
Org. type code	OF	Sector code	M80
Country code	ES	Size code	S6
Region code	ES3		
Contact person			
Name	Marian de Villanueva		
Gender	Ms		
Street	Marqués de Mondéjar		
Street N°	29-31		
Town/City	Madrid		
Post Code	ESP-28028		
Telephone	++34 91 725 79 09		
Fax	++34 91 726 11 17		
E-mail			
Budget			
Total	49350 Euro		
Requested from Leonardo	37000 Euro		

D. PARTNERS

D.1 MORE PARTNERS

Please provide information on all partners (including promoter and co-ordinator) in alphabetical order of country code

N.B. Attach letters of intent from partners (see Annex 1)

N°	P6		
Name of Organisation/Institution in national language	HORIZON COLLEGE		
Name of Organisation in EN, FR or DE <i>(optional and if applicable)</i>			
Org. type code	OF	Sector code	M80
Country code	NL	Size code	S5
Region code	NL32		
Contact person			
Name	Frans W van Schaik		
Gender	Mr		
Street	Maelsonstraat		
Street N°	24		
Town/City	Hoorn		
Post Code	1624 NP		
Telephone	+31 229 249300		
Fax	+31 229 219918		
E-mail	schaf000@horizoncollege.nl		
Budget			
Total	49350 Euro		
Requested from Leonardo	37000 Euro		

D. PARTNERS

D.1 MORE PARTNERS

Please provide information on all partners (including promoter and co-ordinator) in alphabetical order of country code

N.B. Attach letters of intent from partners (see Annex 1)

N°	P7		
Name of Organisation/Institution in national language	COLEGIUL UNIVERSITAR DE INSTITUTORI PITESTI		
Name of Organisation in EN, FR or DE <i>(optional and if applicable)</i>			
Org. type code	U	Sector code	M80
Country code	RO	Size code	S4
Region code	RO03		
Contact person			
Name	Mihai Braslasu		
Gender	Mr		
Street	Str. Eroilor		
Street N°	Nr.3		
Town/City	Pitesti		
Post Code	0300		
Telephone	+4048211404		
Fax			
E-mail	braslasu@go.ro		
Budget			
Total	49350 Euro		
Requested from Leonardo	37000 Euro		

D. PARTNERS

D.1 MORE PARTNERS

Please provide information on all partners (including promoter and co-ordinator) in alphabetical order of country code

N.B. Attach letters of intent from partners (see Annex 1)

N°	P8		
Name of Organisation/Institution in national language	SMO – SABHAL MÒR OSTAIG		
Name of Organisation in EN, FR or DE (optional and if applicable)			
Org. type code	U	Sector code	M80
Country code	UK	Size code	S4
Region code	UKM4		
Contact person			
Name	Seàn O Miadhachàin		
Gender	Mr		
Street	Arainn Ostaig		
Street N°			
Town/City	Teanga, Sleat, Isle of Skye, Scotland		
Post Code	UK IV448RQ		
Telephone	+44 1471 888 342		
Fax	+44 1471 888 001		
E-mail	sean@smo.uhi.ac.uk		
Budget			
Total	49350 Euro		
Requested from Leonardo	37000 Euro		

D.2 CHARACTERISTICS OF THE PARTNERSHIP

Please describe each partner organisation (including promoter and co-ordinator) and their role in the project. Illustrate also the skills, knowledge, expertise and experience of each partner in relation to its role in the project.

If this is a "Reference material" proposal, please name the scientific co-ordinator and attach a copy of his/her CV. If appropriate, attach a list of partners' relevant published works in the last three years.

(max 4000 characters)

(Please follow the partner order used in D.1 and the same numbering; use maximum 15 lines per partner)

ODENSE TEKNISKE SKOLE (DK)

Odense Tekniske Skole is the third largest technical college in Denmark and has been involved in EU and government funded projects through the last decades. The college produces educational multimedia; video, software, web pages, distance learning systems, CD-ROMs and DVDs. The project coordinator, Kent Andersen has produced and authored language-teaching materials on CD-ROMs and DVD for teaching English to deaf students, English for Latvian and Lithuanian teachers. He runs a language teaching website www.languages.dk. He has participated in different EU funded projects as a consultant and media producer, e.g. Interactive Multilingual Tutorials on CD-ROM: Procedures and Practices in European Construction – UK/PP/LP99/III.1.a (Leonardo da Vinci 1995–1997), AYTEM – Accompanying a Young Teacher into Educational Market by Distance Course Module – LT/98/2/06130/PI/II.1.1, Centre de Formation 'Muntenia' TEMPUS–JEP 14448 (Tempus 2000–2001). In 1999 he was awarded "The European Label for Innovative Projects in Language Teaching and Learning". During the project OTS will call on its sparring partners Odense Steel Shipyard Group (member of the A. P. Moller Group – Maersk) and Elevbyg (Building and Construction – Bricklayers) to ensure a maximum impact on the final target group; the apprentices. In the project OTS has the following tasks: Project coordination, video recordings of the teaching methods, video editing, production of DVD with subtitles, streaming video, the project websites, development of sample teaching materials to be used in the different methods, description of a selected language teaching method, arranging a teaching situation to be videotaped, sparring partner to one of the other partners describing a selected language teaching method, during the project and after the completion of the project write and submit articles on the project to selected national and international papers, participate in the discussions in the project website, and translating teaching materials.

EFVET EUROPEAN FORUM OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (BE)

Efvvet is a unique European-wide professional association, which has been created by and for providers of technical and vocational education and training (TVET) in all European countries. Its mission is to champion and enrich technical and vocational education and training through transnational co-operation by building a pan-European network of institutions and practitioners which will · promote quality and innovation in Technical and Vocational Education and Training throughout Europe · develop collaboration, mutual co-operation and sharing of good practice · give colleges a platform of influence in European TVET policy. Developed with the support of the European Commission and the European Institute of Education and Social Policy, EFVET is the only transnational organisation of this type for TVET. Its policy is determined by its member colleges and schools. It collaborates with, but is independent of all government and funding bodies. Its income is derived from membership subscription, grants and sponsorship. Efvvet offers its meeting facilities in Brussels to be used in the project, and provides the project with the use of its website and discussion list facilities. In the dissemination process Efvvet guarantees the project team the right to give workshops at Efvvet conferences and to submit articles to the Efvvet newsletter.

BBS TECHNIK I LUDWIGSHAFEN (DE)

BBS T1 has been teaching languages for a number of years in different classes of further education and 5 years ago started to implement it in vocational training. Two members of staff are responsible for the education of language teachers in our region. The languages are German, English, Spanish and French. Staff members of BBS T1 participated in several language curriculum development groups. BBS Technik I is an active member of EFVET and has a lot of experience in EU projects: LEONARDO–Project "Active self-directed learner" D/97/1/12003/PI/I.1.1.a/FPI, LINGUA–E–Projekt "Multimedia dictionary" LE–RP – FI–11/98–00179, COMENIUS "World of Perfume" K–RP–3/98–00222–1, LEONARDO–Pilotproject VICET (Videoconferencing in Education and training), LEONARDO "European Middle Management Training", and

CULTURE–Project "EPCD–Net" In the project BBS T1 has the following tasks: Development of sample teaching materials to be used in the different methods, description of a selected language teaching method, sparring partner to one of the other partners describing a selected language teaching method, during the project and after the completion of the project write and submit articles on the project to selected national and international papers, participate in the discussions in the project website, translating subtitles for video recordings, translating manual with language teaching method, translating the guide for preparing students for a school period or work placement in another country and translating teaching materials.

D.2 MORE CHARACTERISTICS OF THE PARTNERSHIP

Please describe each partner organisation (including promoter and co-ordinator) and their role in the project. Illustrate also the skills, knowledge, expertise and experience of each partner in relation to its role in the project.

If this is a "Reference material" proposal, please name the scientific co-ordinator and attach a copy of his/her CV. If appropriate, attach a list of partners' relevant published works in the last three years.

(max 4000 characters)

(Please follow the partner order used in D.1 and the same numbering; use maximum 15 lines per partner)

CEBANC-CDEA (ES)

Cebanc-Cdea is a group of two companies with 25 years of experience in Educational and Vocational Training in the areas of: Administration and Management, Trading and Marketing, Catering and Hospitality, Computing and Information technology, Media and Design (Area of Multimedia) and Travel and Tourism. They have more than 800 young students (from 16th to 23rd years old) and more than 2000 students in adult education within the four schools. The partner has experience in LINGUA and COMENIUS PROGRAMES, and is active within the areas of student exchange. Cebanc-Cdea is the coordinator in IBS project of Leonardo programme. In the project Cebanc-Cdea has the following tasks: Development of sample teaching materials to be used in the different methods, description of a selected language teaching method, arranging a teaching situation to be videotaped, sparring partner to one of the other partners describing a selected language teaching method, during the project and after the completion of the project write and submit articles on the project to selected national and international papers, and participate in the discussions in the project website

ITE – CECE INSTITUTIO DE TÉCNICAS EDUCATIVAS DE LA CECE (ES)

ITE-CECE: (Confederación Española de Centros de Enseñanza – Spanish Confederation of Educational Centres) is a Trade Union Association founded in 1977, that gathers a high part of the Spanish private educational sector of non university level enterprises (certified and non certified by the Ministry of Education, part funded by the government and totally private), and also some private Universities. The CECE has as objectives in its Constitution those that make possible to its members the advantages of belonging to an Association of Enterprises: To co-ordinate and fight together in common problems; to create and maintain its own services of common interest; to support and promote individual initiatives; to carry out the precise activities to facilitate training for heads, staff and teachers and to promote innovation in all the fields; to maintain the level of the market for the private educational centres. In-service training for teachers and headmasters, through the Institute of Techniques of Education (ITE). This Institute was created by an agreement in co-operation with the Ministry of Education to provide training for all the staff implicated in the Educational sector. It provides: Courses, seminars, journeys, lectures, conferences, etc. The Institute, that access supplier to Internet for the schools, also carries out activities and projects in relation with specific needs and services that are offered to the enterprises. In the project ITE-CECE has the following tasks: Development of sample teaching materials to be used in the different methods, description of a selected language teaching method, sparring partner to one of the other partners describing a selected language teaching method, during the project and after the completion of the project write and submit articles on the project to selected national and international papers, participate in the discussions in the project website, translating subtitles for video recordings, translating manual with language teaching method, translating the guide for preparing students for a school period or work placement in another country, and translating teaching materials.

HORIZON COLLEGE (NL)

Horizon College has extensive experience of managing projects supported by national funds and Leonardo funds. Through the latter funds an ambitious and highly acclaimed internationally interactive CD-ROM called Training the Trainer was produced, a spearhead in the training of mentors at (international work placement programmes. Horizon College delivers education to some 23,000 students in the Sectors of Business, Trade, Engineering, care and Adult Education. We have a comprehensive Language Core which consists of representatives of the departments of (foreign) language across the college and whose policies, as described in the policy plan, are directives for all (foreign) language teachers in the college. The main policy is aimed at providing simulated or real environments in which languages can be functionally applied; in which students

can show their degree of competency in a foreign language. Horizon College prides itself upon being one of the first colleges in Holland where the so-called language portfolio and application of the levels as described in the European Framework of Common References are actively applied and embedded in language programmes. Particularly its Dutch for Foreigners programme and its strategies is of an exceptional quality. Currently the college is building a new learning centre in which modern media for the benefit of language learning have taken a firm place. We have wide experience in multi-media teaching, the production of videos and tailor-made learning material. In the project Horizon College has the following tasks: Development of sample teaching materials to be used in the different methods, description of a selected language teaching method, arranging a teaching situation to be videotaped, sparring partner to one of the other partners describing a selected language teaching method, author a guide for preparing students for a school period or work placement in another country, during the project and after the completion of the project write and submit articles on the project to selected national and international papers, and to participate in the discussions in the project website.

D.2 MORE CHARACTERISTICS OF THE PARTNERSHIP

Please describe each partner organisation (including promoter and co-ordinator) and their role in the project. Illustrate also the skills, knowledge, expertise and experience of each partner in relation to its role in the project.

If this is a "Reference material" proposal, please name the scientific co-ordinator and attach a copy of his/her CV. If appropriate, attach a list of partners' relevant published works in the last three years.

(max 4000 characters)

(Please follow the partner order used in D.1 and the same numbering; use maximum 15 lines per partner)

COLEGIUL UNIVERSITAR DE INSTITUTORI PITESTI (RO)

Colegiul Universitar de Institutori (The University College for Institutors) is a department of The University of Pitesti. The college trains primary school teachers and lower secondary school teachers of Foreign languages (English and French), Physical Education, Music and Arts. The staffs includes experienced teachers of foreign languages, English and French and teachers of Romanian having a long and rich experience and expertise in teaching Romanian as a foreign language. Our young teachers are currently teaching English and French to students of The University Technical College and studied Romanian as the first or second specialty. The theme is also to be included in the research activity of the college. We are co-ordinators of a Socrates Gruntwig programme in Adult Education. In the project Colegiul Universitar de Institutori has the following tasks : development of sample teaching materials to be used in the different methods, description of a selected language teaching method, arranging a teaching situation to be videotaped, sparring partner to one of the other partners describing a selected language teaching method, during the project and after the completion of the project write and submit articles on the project to selected national and international papers, participate in the discussions in the project website, translating subtitles for video recordings, translating manual with language teaching method, translating the guide for preparing students for a school period or work placement in another country, and translating teaching materials.

SMO – SABHAL MÒR OSTAIG (UK)

SMO is a constituent campus of the UHI, an HEI integrating 13 major campuses across the Scottish Highlands and Islands bound with a high speed wide area network. SMO is located on the Isle of Skye, and delivers Further and Higher Education courses to students both from within Scotland and from a wide range of international countries. All education provision is through the medium of Scottish Gaelic, with immersion opportunities for incoming students who do not have a sufficiently robust mastery of the language; these courses allow the students to raise their standards of spoken and written Gaelic to that required by the courses. SMO currently offers a number of courses, including a Gaelic language and literature degree at Bachelor's level. Through the UHI network, SMO has students using traditional and open and distance learning at various levels. SMO has also been a pioneer in utilising web technologies for language learning, being the first UK FE institution to utilise the www and email for provision, starting in 1992. In the project SMO has the following tasks : Development of sample teaching materials to be used in the different methods, description of a selected language teaching method, arranging a teaching situation to be videotaped, sparring partner to one of the other partners describing a selected language teaching method, during the project and after the completion of the project write and submit articles on the project to selected national and international papers, participate in the discussions in the project website, editing subtitles for video recordings, editing the manual with language teaching methods, editing the guide for preparing students for a school period or work placement in another country, editing and translating teaching materials.

End of the pre-proposal

E. ORGANISATION AND MANAGEMENT OF THE PROJECT

E.1. WORK PROGRAMME

Please describe your work programme by sub-dividing it into **work-packages**. For each work-package please describe :

- the aims,
- the start and finish dates and overall duration,
- the total number of staff days (broken down by categories – see table E.2.2),
- the role and the tasks of each partner involved
- the working methods and techniques,
- the expected outcomes/results of the work package,
- (for "Reference material" proposals only):the field of analysis, methods (including samples, size and its composition) techniques and tools to be used in particular for international comparison.

The work programme must provide details on the **dissemination plan** (including commercialisation, if foreseen, and arrangements foreseen for copyright and intellectual property) and the **quality management plan** (procedures and criteria for evaluation and quality assurance).

For sake of clarity you may wish to add diagrams and tables as appropriate.

(max 4000 characters)

Work-package 1

E.2 FINANCIAL PLAN

For filling out section E2 please refer to the Administrative and Financial Handbook concerning Pilot projects (including Thematic actions), Language competences, Transnational networks and Reference material.

NB: You must use the four tables below in the given format.

E.2.1 ESTIMATED EXPENDITURES BY WORK-PACKAGE AND TYPE OF COSTS

All figures in Euro

Work-package	Staff	Operational	Subcontracting	Total
1	0	0	0	0

E.2.2 ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total			ODENSE TEKNISKE SKOLE (DK)			EFVET EUROPEAN FORUM OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (BE)			
	Staff by category:	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)
1. Managers (ISCO 1)	0	0	0	0	0	0	0	0	0	0
2. Researchers (ISCO 210, 220, 240)	0	0	0	0	0	0	0	0	0	0
3. Teachers/trainers (ISCO 230)	0	0	0	0	0	0	0	0	0	0
4. Technical (ISCO 3)	0	0	0	0	0	0	0	0	0	0
5. Administrative (ISCO 4)	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total			BBS TECHNIK I LUDWIGSHAFEN (DE)			CEBANC-CDEA (ES)		
	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)
1. Managers (ISCO 1)	0	0	0	0	0	0	0	0	0
2. Researchers (ISCO 210, 220, 240)	0	0	0	0	0	0	0	0	0
3. Teachers/trainers (ISCO 230)	0	0	0	0	0	0	0	0	0
4. Technical (ISCO 3)	0	0	0	0	0	0	0	0	0
5. Administrative (ISCO 4)	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total			ITE – CECE INSTITUTIO DE TÉCNICAS EDUCATIVAS DE LA CECE (ES)			HORIZON COLLEGE (NL)		
	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)
1. Managers (ISCO 1)	0	0	0	0	0	0	0	0	0
2. Researchers (ISCO 210, 220, 240)	0	0	0	0	0	0	0	0	0
3. Teachers/trainers (ISCO 230)	0	0	0	0	0	0	0	0	0
4. Technical (ISCO 3)	0	0	0	0	0	0	0	0	0
5. Administrative (ISCO 4)	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

E.2.2 MORE ESTIMATED STAFF NEED AND COST BY PARTNER

After completing this table, please copy total staff costs into first row of table E.2.3 below

All costs in Euro	Total			COLEGIUL UNIVERSITAR DE INSTITUTORI PITESTI (RO)			SMO – SABHAL MÒR OSTAIG (UK)		
	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day (b)	Total staff cost (a*b)
1. Managers (ISCO 1)	0	0	0	0	0	0	0	0	0
2. Researchers (ISCO 210, 220, 240)	0	0	0	0	0	0	0	0	0
3. Teachers/trainers (ISCO 230)	0	0	0	0	0	0	0	0	0
4. Technical (ISCO 3)	0	0	0	0	0	0	0	0	0
5. Administrative (ISCO 4)	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

E.2.3 ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet.

All figures in Euro	ODENSE TEKNISKE SKOLE (DK)	EFVET EUROPEAN FORUM OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (BE)	BBS TECHNIK I LUDWIGSHAFEN (DE)		Total	%
A. Total staff costs (copy from E.2.2) (E.2.2)	0	0	0		0	0
Operations :						
1. Travelling	0	0	0		0	0
2. ICT	0	0	0		0	0
3. Production	0	0	0		0	0
4. Overheads	0	0	0		0	0
5. Other	0	0	0		0	0
B. Total operational costs	0	0	0		0	0
Subcontracting :						
1.	0	0	0		0	0
2.	0	0	0		0	0
3.	0	0	0		0	0
4.	0	0	0		0	0
5.	0	0	0		0	0
C. Total Subcontracting costs	0	0	0		0	0
Total costs of the project = A + B + C	0	0	0		0	100

E.2.3 MORE ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet.

All figures in Euro	CEBANC-CDEA (ES)	ITE – CECE INSTITUTIO DE TÉCNICAS EDUCATIVAS DE LA CECE (ES)	HORIZON COLLEGE (NL)		Total	%
A. Total staff costs (copy from E.2.2) (E.2.2)	0	0	0		0	0
Operations :						
1. Travelling	0	0	0		0	0
2. ICT	0	0	0		0	0
3. Production	0	0	0		0	0
4. Overheads	0	0	0		0	0
5. Other	0	0	0		0	0
B. Total operational costs	0	0	0		0	0
Subcontracting :						
1.	0	0	0		0	0
2.	0	0	0		0	0
3.	0	0	0		0	0
4.	0	0	0		0	0
5.	0	0	0		0	0
C. Total Subcontracting costs	0	0	0		0	0
Total costs of the project = A + B + C	0	0	0		0	100

E.2.3 MORE ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet.

All figures in Euro	COLEGIUL UNIVERSITAR DE INSTITUTORI PITESTI (RO)	SMO – SABHAL MÒR OSTAIG (UK)		Total	%
A. Total staff costs (copy from E.2.2) (E.2.2)	0	0		0	0
Operations :					
1. Travelling	0	0		0	0
2. ICT	0	0		0	0
3. Production	0	0		0	0
4. Overheads	0	0		0	0
5. Other	0	0		0	0
B. Total operational costs	0	0		0	0
Subcontracting :					
1.	0	0		0	0
2.	0	0		0	0
3.	0	0		0	0
4.	0	0		0	0
5.	0	0		0	0
C. Total Subcontracting costs	0	0		0	0
Total costs of the project = A + B + C	0	0		0	100

E.2.4 ESTIMATED FINANCING BY TYPE OF COSTS AND PARTNER

All figures in Euro	ODENSE TEKNISKE SKOLE (DK)	EFVET EUROPEAN FORUM OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (BE)	BBS TECHNIK I LUDWIGSHAFEN (DE)		Total	% breakdown
Amount requested from LEONARDO DA VINCI	72000	6000	37000		300000	0
National support	0	0	0		0	0
Regional support	0	0	0		0	0
Other sources (please specify)	0	0	0		0	0
Partners own funds	0	0	0		0	0
Other Community programmes	0	0	0		0	0
Total financing	72000	6000	37000		300000	0
Total financing = Total costs of project (from table E.2.3)	0	0	0		0	100

E.2.4 MORE ESTIMATED FINANCING BY TYPE OF COSTS AND PARTNER

All figures in Euro	CEBANC-CDEA (ES)	ITE – CECE INSTITUTIO DE TÉCNICAS EDUCATIVAS DE LA CECE (ES)	HORIZON COLLEGE (NL)		Total	% breakdown
Amount requested from LEONARDO DA VINCI	37000	37000	37000		300000	0
National support	0	0	0		0	0
Regional support	0	0	0		0	0
Other sources (please specify)	0	0	0		0	0
Partners own funds	0	0	0		0	0
Other Community programmes	0	0	0		0	0
Total financing	37000	37000	37000		300000	0
Total financing = Total costs of project (from table E.2.3)	0	0	0		0	100

E.2.4 MORE ESTIMATED FINANCING BY TYPE OF COSTS AND PARTNER

All figures in Euro	COLEGIUL UNIVERSITAR DE INSTITUTORI PITESTI (RO)	SMO – SABHAL MÒR OSTAIG (UK)		Total	% breakdown
Amount requested from LEONARDO DA VINCI	37000	37000		300000	0
National support	0	0		0	0
Regional support	0	0		0	0
Other sources (please specify)	0	0		0	0
Partners own funds	0	0		0	0
Other Community programmes	0	0		0	0
Total financing	37000	37000		300000	0
Total financing = Total costs of project (from table E.2.3)	0	0		0	100

F. ANNEXES

ANNEX. 1. LETTERS OF INTENT

- For eligibility purposes, all proposals **must** include letters of intent from at least the obligatory minimum number of partners.
- For full proposals, this eligibility condition can be satisfied if **copies** of the letters sent with the pre-proposals are attached to the full proposal. However, **new letters** of intent must be sent with the full proposal if any changes have occurred since the pre-proposal to the partners that make up the required minimum transnational partnership. Changes requiring new letters of intent include changes to the role or financial contribution in the project of any of the original partners, or the replacement of a partner.
- In addition to the above mentioned eligibility condition, the **quality** of the proposal will be strengthened if letters of intent from **all** partners are attached.
- Originals are not obligatory in the pre-proposal and full proposals phases; copies and faxes will be accepted. If your full proposal is selected, you will be asked to provide originals before drawing up the contract.
- Partner organisations must provide letters of intent on their own official paper
- The letter must not be hand-written
- It must indicate :
 - ◆ the title of the proposal;
 - ◆ reference to the Leonardo da Vinci programme;
 - ◆ a brief description of the partner's role;
 - ◆ the partner's financial undertaking;
- It's must bear :
 - ◆ the date
 - ◆ the signature of an authorised person and her/his position within the organisation.

ANNEX. 2. ELGIBILITY CHECK-LIST

Please make sure that your application meets the following formal eligibility conditions. These are extensively described in section VI of the general guide. **Only proposals meeting all the eligibility conditions will go forward for qualitative assessment.**

References to sections in this form are given in brackets.

- Compliance with the deadline, as published in the call for proposals
- Compliance with the minimum size of the partnership (B1 and D)
- Participation of at least one partner from the European Union (B1);
- Compliance with administrative rules:
 - ◆ The application is being submitted by a private, public or semi-public organisation (A)
 - ◆ The proposal is written in one of the EU official languages
 - ◆ The application form bears the **original** signature of an authorised person (A)
 - ◆ The application form is submitted exclusively on the official Leonardo da Vinci application form (available on the Leonardo da Vinci website)
 - ◆ **Full proposals only:** the full proposal includes letters of intent at least for the minimum size of the partnership (F1)
- Indication of the global cost estimation for **pre-proposals** (B1), and of a detailed financial budget for **full-proposals**, to be presented by using the specific tables in the Application form (E2)