



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Resources, Communication
Information Technologies

SWIM

End User Manual

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1. INTRODUCTION

1.1. Definition

SWIM (Subventions Web Input Module) is the electronic system developed by the DG Employment, Social Affairs and Inclusion whose objective is to manage effectively its calls for proposals and the ensuing grant agreements.

At the grant application stage, SWIM allows the applicants to fill out and to submit the application form and the estimated budget.

During the action execution period, the beneficiary uses SWIM to:

- create and submit budget amendment requests
- create and submit participants amendment requests
- create and submit declarations of costs already incurred to be joined to a request for further pre-financing/interim payments, if these payments are foreseen in the grant agreement.

After the action closing date, the beneficiary uses SWIM to submit the final financial statement as well as the final technical implementation report.

In order to be taken into consideration, those electronically submitted documents must also be printed, signed and sent to the Commission together with an official letter and the other documents specified in the call for proposals and/or the grant agreement.

The purpose of this manual is to describe the technical features and functionalities of SWIM and to enable thus users to create, edit and submit electronically the above mentioned documents.

REMARK	The legal and financial rules as well as the practical procedure to be respected are established in the call for proposals' documents and/or in the grant agreement.
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1.2. Disclaimer

The information contained in this manual is for guidance only and is a description on how to use the SWIM application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

1.3. Using EU Login authentication

SWIM uses EU Login as unique authentication method. EU Login is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission web services, using a single email address and password.

This section describes:

- [how to create a personal EU Login account](#)
- [how to reset a forgotten EU Login password](#)

Important notice!

As the old authentication method based on the application number has been deactivated.
Please contact empl-swim-support@ec.europa.eu to solve the issue.

1.3.1. Creating a personal EU Login account

Follow this procedure to create a personal EU Login account:

1. **Go to the EU Login account creation screen by [clicking here](#).**

The following screen is displayed:

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en) ▼

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

2. **Fill out the fields as indicated above and click the *Create an account* button.**

The following screen is displayed:

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
 English (en)

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

A confirmation email is sent to the mail box you indicated in the *Create an account* screen:

Dear xxx,

You have been registered in EU Login.
 Your email address is xxx.yyy@gmail.com.
 To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:
<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=nracaang&resetCode=Nes7A7R7hA52LBKdTJ3oVDsxPKBCUIsJRg2Alt3oN9W>

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

3. Click the link in the e-mail message above.

The **New password** screen is displayed:

New password

Please choose your new password.

(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !#\$%&()*+,-./:;<=>?@[\\^_`{|}~

Examples: seJUuh[3oT YPjvF:CGkt ioPbSh-wmO

[\[Generate other sample passwords\]](#)

4. Choose and confirm your EU Login password and then click the **Submit** button.

The screen confirming the password change is displayed:

New password

Your EU Login password was successfully changed.

Proceed

5. Click the **Proceed** button.

The **Successful login** screen is displayed:

Logout or close all browser windows.'"/>

Successful login

You are now logged in to EU Login.

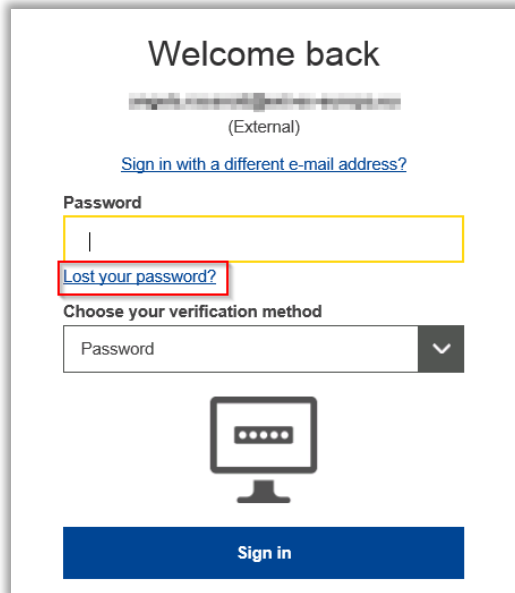
To stop the automatic single sign-on, click [Logout](#) or close all browser windows.

This screen confirms that you now dispose of a valid personal EU Login account. You can now close the browser session or click the **Logout** link.

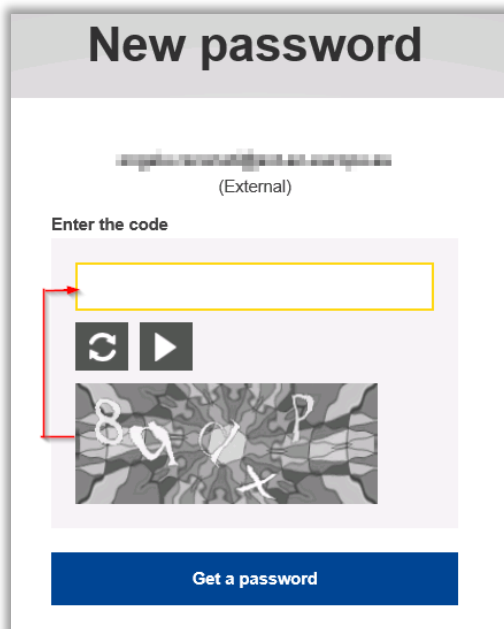
1.3.2. Resetting a forgotten EU Login password

Follow this procedure to reset your EU Login password:

1. **On the EU Login screen, click the link *Lost your password?*:**

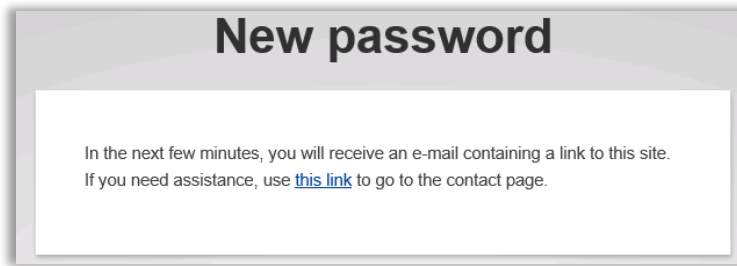


2. **You will be asked to enter the security code displayed in the frame:**



3. **Enter the displayed code and click the *Get a password* button.**

The following screen is displayed:



An email has been sent to your mailbox.

4. Go to your e-mail account and open the e-mail message entitled *EU Login Password Initialisation*.

Dear xxx,

You have requested a reset of your EU Login password. You can do this by following the link below, preferably immediately - but a maximum of 24 hr after this message was sent. You should therefore follow the link before 30/08/2017 17:05 GMT+02:00.

https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?uid=nracaang&resetCode=XyiluZzZS3f2o2pyjLsPS51xzPrABCN2oQ4DNV2QXzi4&loginRequestId=ECAS_LR-5314863-495J2lDi9S5WoHTSkOBUnjIOBXLZxfCj7zKsW6RvSijWrCfvAolQO2M2mzl8WmD5Md3CVFftzGzIWDNY1jXjD0-Jj71zxYb8yrVTezQzffztHa-tVrpyTKN3HIPO24KELInFlpqnskJXnLGsyHETyAk3Qe&service=https%3A%2F%2Fwebgate.ec.europa.eu%2Femployment_social%2Fdefis%2FdefisEvaluations%2Fcall%2Flist.do

If you did not make or authorise this request yourself, it may be due to a typing error by another user. To cancel the request, please click here.

If the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.

If this message was delayed or for some other reason you are unable to complete the rest of the process within 24 hr, please return here to make another request.

If you suspect that someone else is trying to obtain or reset your password, please report this to your local support desk.

Sent to you by EU Login automated password reset service

5. Click (or copy) the link in the e-mail message.

The ***New password*** screen is displayed:

Please choose your new password.

(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&()*+,-./:;<=>?@[\\]^_`{|}~

Examples: hzJDj\$WeST jsD8CLIEaQ bnnzExXt3R

[\[Generate other sample passwords\]](#)

6. Enter and confirm your new password. Then click the **Submit** button.

The following screen is displayed:

Your EU Login password was successfully changed.

Click **Proceed** below to continue

Proceed

7. Click the **Proceed** button.

The **Successful login** screen is displayed.

2. SWIM HOME PAGE

Use the following URL to access the SWIM home page:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

The SWIM home page is displayed:

The page contains the following links:

Link	Description
Manual	Click this link to open the SWIM manual in PDF format
FAQ	Click this link to access a list of frequently asked questions about SWIM.
Privacy statement	Click this link to display a statement providing information on data protection procedures followed by European Commission services.
Grants on EUROPA	Click this link to open the European Commission's web page for Grants, Funds and Programs, organized by EU policy.
Search	Click this link to access the Search page of the European Commission's website (www.europa.eu).
Legal notice	Click this link to open the web page providing general information on data protection (disclaimer, copyright, personal data protection).
Language drop-down list	Select another supported language from the drop-down list, if required.

The page also contains the following main sections:

Section	Description
Follow-up of your grant applications and grant agreements	Use this section to log in and to access the list of grant applications and grant agreements linked to your EU Login account. Refer to Following up on your grant applications and grant agreements .
Current calls for proposals	Use this section to create a new application for a current call for proposals. Refer to Creating a grant application for a current call for proposals .

3. CREATING A GRANT APPLICATION FOR A CURRENT CALL FOR PROPOSALS

Note: SWIM uses EU Login as unique authentication method. You need a personal EU Login account in order to create a new grant application. If you do not have a personal EU Login account yet, please create one first. Refer to [Creating a personal EU Login account](#).

1. Use the following URL to access the SWIM home page:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

2. On the SWIM home page, look for the required call in the section *Current calls for proposals*.

In the screenshot below, there are three current calls for proposals. In this example, we create an application for the third call:

The screenshot shows the SWIM home page with the following content:

- Header: EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM
- Navigation: European Commission > DG Employment, Social Affairs and Inclusion > SWIM
- Welcome message: Welcome to SWIM - the portal for managing grant applications and grant agreements from the Employment, Social Affairs and Inclusion DG of the European Commission
- Section: Follow-up of your grant applications and grant agreements
- Text: Log in to SWIM using your ECAS account to manage your grant agreements or the grant applications that you are preparing. You can modify, save and submit your grant application until the call for proposals deadline. Once you have been awarded a grant, you can access the financial and technical implementation reports you will need to fill and submit online when your action project finishes.
- Button: Login
- Section: Current calls for proposals
- Text: SWIM enables applicants to create and submit their applications in response to calls for proposals published by our DG. You can start completing your application today, save it, and continue another day. Please take into account that you must submit your completed application, both online and in paper form, before the deadline indicated in each call for proposals.
- Three call cards are listed:

Call Reference	Deadline	Title	Action	Deadline Note
VP/2014/704	August 31, 2014	Improving working skills	Apply now	Deadline 1 month from now
VP/2014/703	August 31, 2014	Improving employment opportunities	Apply now	Deadline 1 month from now
VP/2014/702	August 31, 2014	Improving social integration	Apply now	Deadline 1 month from now

Note: The third call (VP/2014/702) is highlighted with a red box in the original image.

The following elements are available for each current call for proposals:

Call reference in **VP/YYYY/XXX** format, where **YYYY** is the year indication and **XXX** is a sequential number

Title of the call for proposals

Deadline for submitting applications, displayed as a date

Link **Check the form you will fill online**

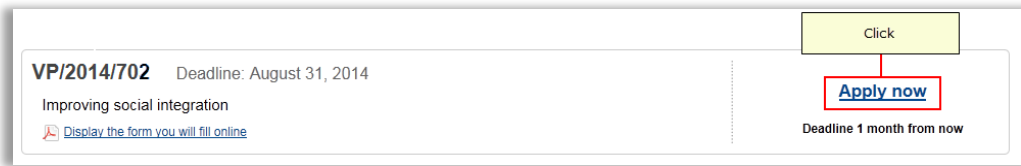
Link **Apply now**

Deadline for submitting applications displayed as a number of days, weeks or months.

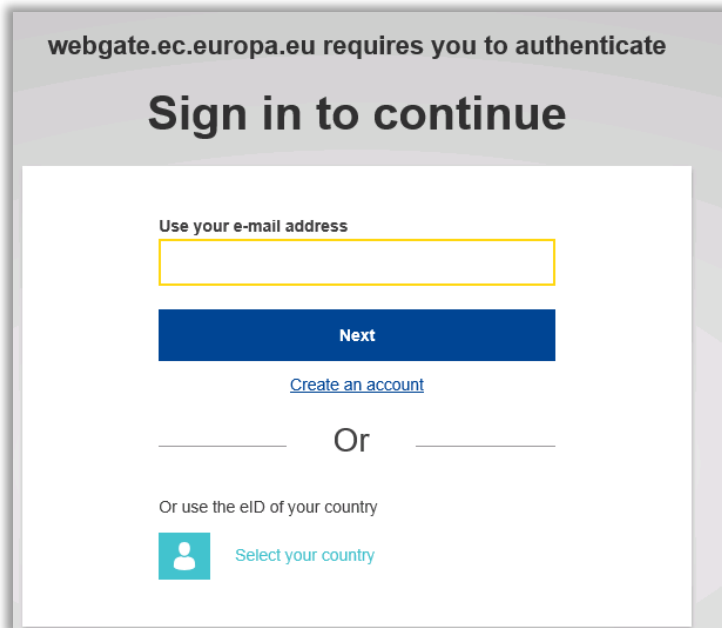
This indication is displayed in red, if the submission deadline is very close.

3. If required, click the link **Check the form you will fill online** to open the form in PDF format in a separate browser window.

4. Click the **Apply now** link on the right to create a grant application for the required call for proposals.



The **EU Login Authentication** screen is displayed:



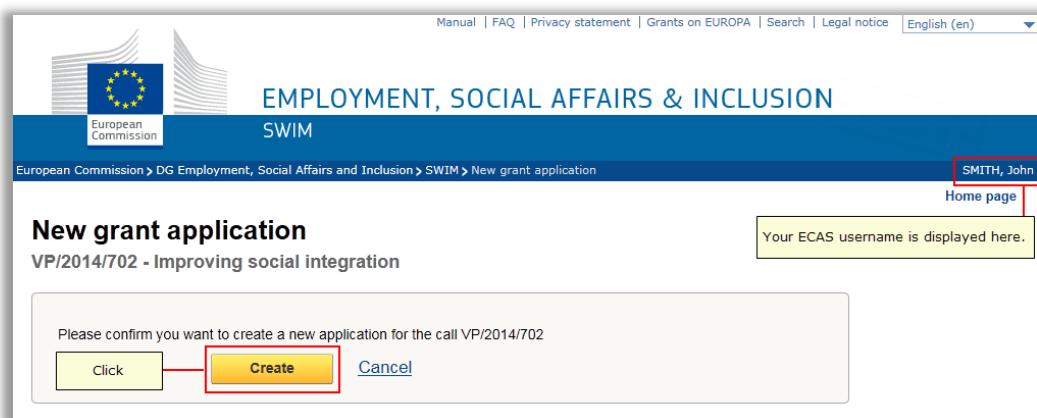
5. Enter your EU Login e-mail address and your EU Login password (after clicking on the Next button).

Notes:

If you do not have an EU Login account yet, please create it first. Refer to [Creating a personal EU Login account](#).

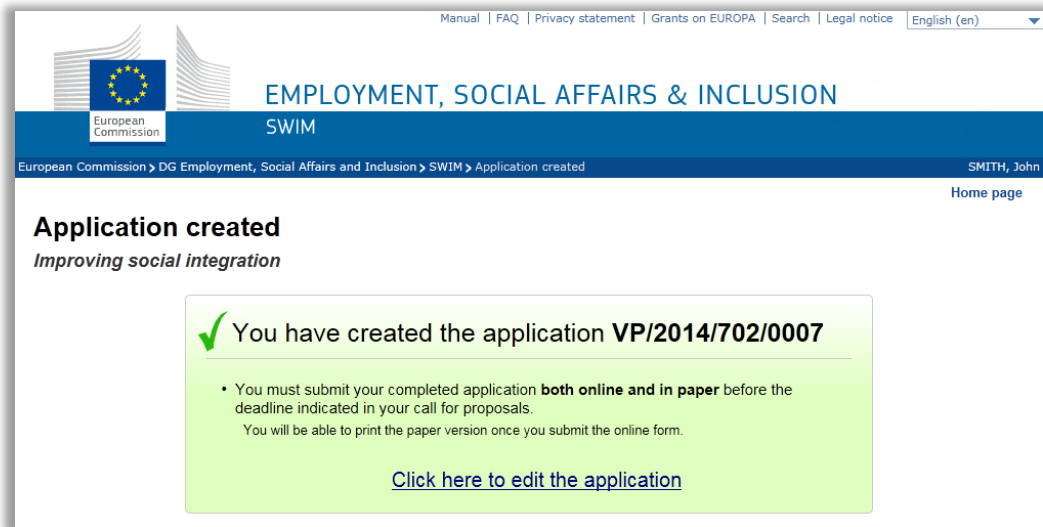
If you dispose of an EU Login account, but forgot your password, refer to [Resetting a forgotten EU Login password](#).

The **New grant application** screen is displayed:



6. Click the **Create** button.

The **Application created** screen is displayed:



7. Click the link **Click here to edit the application**.

A blank **Application form** is displayed for your new application:

The screenshot shows the 'Grant application form' interface for 'Improving social integration'. The application reference is 'VP/2014/702/0007' and the deadline is August 31, 2014. A red warning box indicates 'Editing (not valid)' and provides a link to 'See validations errors'. The form is divided into sections for 'Applicant', 'Co-Applicants', 'Affiliated Entities', 'Associate Organisations', 'Third Parties', 'Oper. and finan. capacity', 'Action', 'Annexes', and 'Budget'. The 'A.1 APPLICANT ORGANISATION' section is expanded, showing fields for 'Name of the organisation', 'Abbreviation', 'Departments', 'Type of organisation', 'Address', 'Postal code', 'City', and 'Country'. A yellow callout box points to the 'Departments' field, stating: 'Fill out the application form as explained in the section Working with a grant application further in the manual.'

The procedure to complete this form is explained in section [Working with your grant applications](#).

4. FOLLOWING UP ON YOUR GRANT APPLICATIONS AND GRANT AGREEMENTS

To follow up on your grant applications and grant applications, you must log into SWIM and access the list of grant applications and grant agreements linked to your EU Login account. From that list, you can select a grant application or grant agreement and start working with it.

4.1. Accessing the list of your grant applications and grant agreements

Follow this procedure to access the list of grants and applications assigned to your EU Login account.

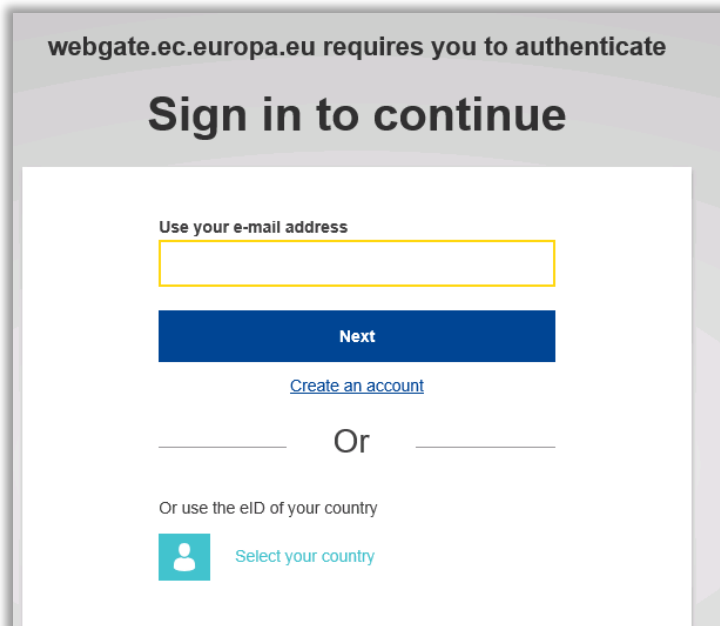
1. Use the following URL to access the SWIM home page:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

2. Click the **Login** button in the section **Follow-up of your grant applications and grant agreements**.



The **EU Login Authentication** screen is displayed:



3. Enter your EU Login e-mail address and your EU Login password (after clicking on the Next button).

Notes:

If you do not have an EU Login account yet, please create it first. Refer to [Creating a personal EU Login account](#).

The screen **Your grant applications and grant agreements** is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission
EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements SMITH, John

Current calls for proposals | Home page

Your grant applications and grant agreements

GRANT APPLICATIONS

Our second project for improving social integration
Improving social integration
Submitted
Editors: You are the only editor of this application | [Manage editors](#)
VP/2014/702/0002
Deadline 1 week from now
July 31, 2014 at 23:59 CET

Our first project for improving social integration
Improving social integration
Not submitted
Editors: You are the only editor of this application | [Manage editors](#)
VP/2014/702/0001
Deadline 1 week from now
July 31, 2014 at 23:59 CET

[Show 3 outdated applications](#)

GRANT AGREEMENTS

Our fifth project for improving working conditions
Improving working conditions
Granted
Editors: You are the only editor of this grant agreement | [Manage editors](#)
VP/2014/701/0005
Action closing date
December 31, 2014

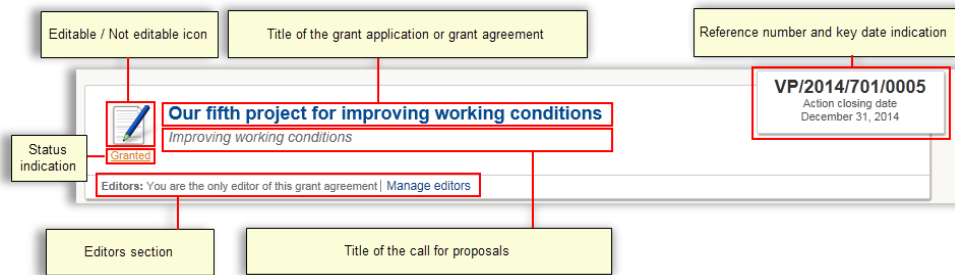
Our second project to improve working conditions
Improving working conditions
Granted
Editors: You are the only editor of this grant agreement | [Manage editors](#)
VP/2014/701/0002
Action closing date
December 31, 2014

It contains two sections:



[Grant applications](#) assigned to your EU Login account

[Grant agreements](#) to your EU Login account

For each grant application or grant agreement, the following elements are listed:



The following table describes these elements:

Element	Description
Status indication	Refer to the detailed sections below for an overview of the different status indications.
Editable/Not editable icon	<p>If the grant application or grant agreement is editable, the following icon is displayed:</p>  <p>If the grant application or grant agreement is not editable, the following icon is displayed:</p> 
Title of the grant application or grant agreement	The title of the grant application or grant agreement is displayed as a link. Click this link to start working with the grant application or grant agreement.
Title of the call for proposals	The title of the call for proposals is displayed in italics.
Grant application or grant agreement reference number	<p>The grant application or grant agreement reference number has always the following format: VP/YYYY/CCC/XXXX, where:</p> <ul style="list-style-type: none"> • YYYY = the indication of the year • CCC = the indication of the call for proposals • XXXX = the sequential number of the application
Key date indication	The key date is an important date in the lifecycle of the grant application or grant agreement.
Editors section	This section allows managing the editors linked to this grant application or grant agreement. For a detailed description, refer to Managing editors .

The following sections provide a detailed description of the grant applications and grant agreements sections.

4.2. Grant applications section

This section focuses on the **Grant applications** section in the screen **Your grant applications and grant agreements** and **grant agreements**:

The screenshot shows the 'Your grant applications and grant agreements' page. At the top, there is a navigation bar with 'Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)'. Below this is the 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM' header. The main content area is titled 'Your grant applications and grant agreements' and contains a section for 'GRANT APPLICATIONS'. A yellow callout box states: 'The grant agreements shown can still result in a grant agreement.' Below this, two application cards are shown. The first card, 'Our second project for improving social integration' (Submitted), has a yellow callout box: 'This application has been submitted on time. The European Commission will evaluate it and may award a grant.' The second card, 'Our first project for improving social integration' (Not submitted), has a yellow callout box: 'This application has not yet been submitted and can still be edited. If it is submitted before the deadline, the European Commission will evaluate it and may award a grant.' At the bottom, a red box highlights the 'Show 3 outdated applications' link, with a yellow callout box: 'Click this link to add the outdated grant applications to the display.'

Description:

By default, only the applications that can still result in a grant agreement are displayed.

The following status indications are possible:

Submitted: The application was submitted before the submission deadline, but the European Commission did not yet decide whether a grant will be awarded or not. In the screenshot above, **VP/2014/702/0002** is an example of a submitted application. You may click the title link to display the **Application submitted successfully** screen:

The screenshot shows the 'Application submitted successfully' screen. At the top, there is a navigation bar with 'Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)'. Below this is the 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM' header. The main content area is titled 'Application submitted successfully' and contains a message to the applicant: 'Dear applicant, You submitted your grant application VP/2014/702/0002 on 17/07/2014 11:39:33. Therefore no additions or changes can be made to the electronic version of your application. You can click the following link to view the printable version (which will no longer show any "not valid" watermark).' A red box highlights the 'Printable version of your application' link, with a yellow callout box: 'Click this link, if you want to print (again) your submitted application form.'

Apart from printing again the application form you submitted, you cannot perform any action for this grant application, until the European Commission decided to award a grant or not. You may click the link **Your grant applications and grant agreements** to return to the previous screen.

Not submitted: The application has not yet been submitted (example: **VP/2014/702/0001** in the screenshot above). You may click the title link to access the **Grant application form**, in order to fill it out and submit it before the submission

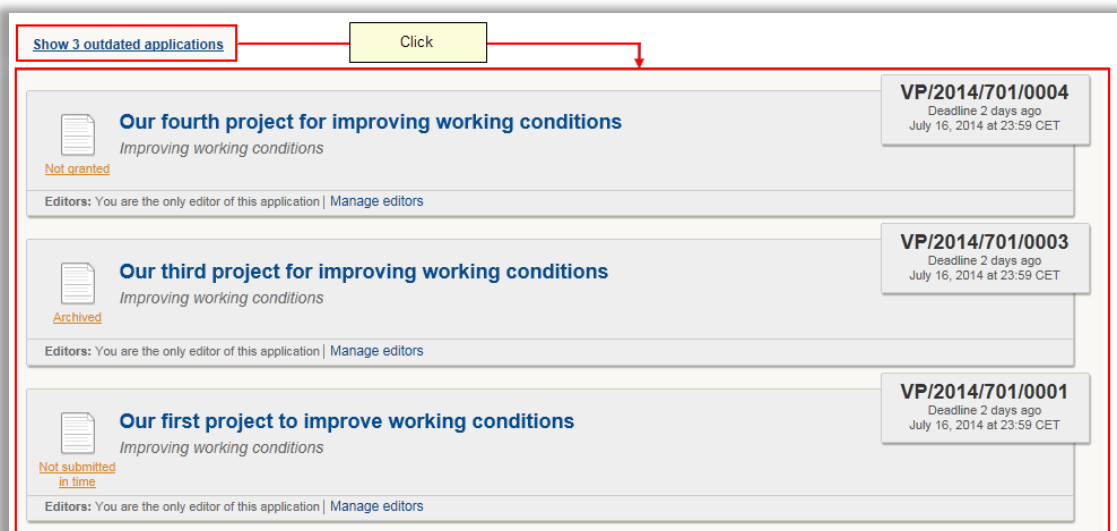
deadline:



Refer to [Completing and submitting a grant application](#) for a detailed description. You may click the link *Your grant applications and grant agreements* to return to the previous screen.

4. Click the link *Show outdated applications*.

The applications assigned to your EU Login account, which can no longer result in a grant agreement, are added to the *Grant applications* section:



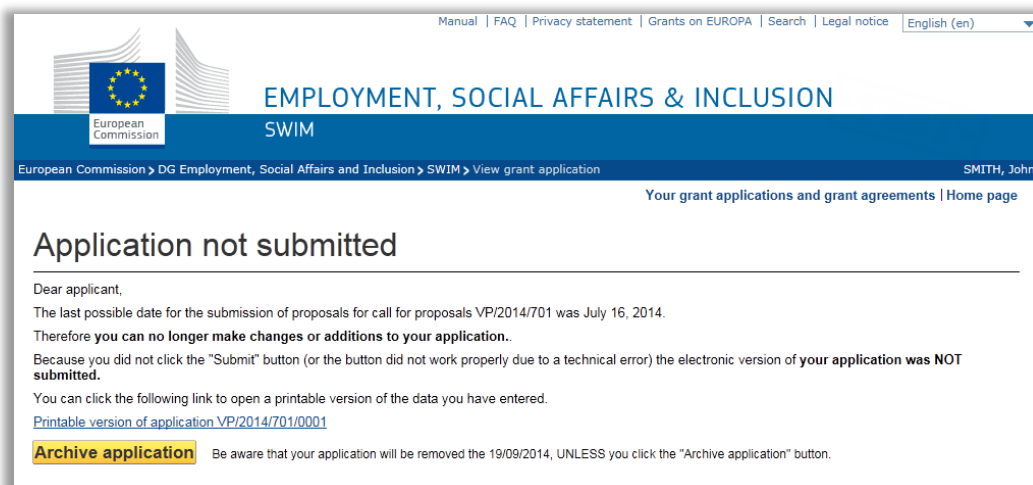
The following status indications are possible for the outdated applications:

Not granted: The grant application has been submitted before the submission deadline, but the European Commission decided not to award a grant. In the screenshot above, *VP/2014/701/0004* is an example of an application not selected for granting. If you click the title link, the *Application submitted successfully* page will be displayed:



You can print the application form or click the link ***Your grant applications and grant agreements*** to return to the previous screen.

Not submitted in time: The grant application was not submitted before the submission deadline. In the screenshot above, ***VP/2014/701/0001*** is an example of a grant application that was not submitted in time. The European Commission will therefore not consider it for a grant. When you click the title link, the following screen is displayed:



Applications that were not submitted in time remain on the system for a limited period only. They will be removed automatically, unless the applicant requests them to be archived. Refer to [Archiving a grant application](#). You can archive the application, print the application form or click the link ***Your grant applications and grant agreements*** to return to the previous screen.

Archived: The application has not been submitted before the submission deadline and has therefore not been considered by the Commission. The applicant has requested to archive the data. The application will therefore not be deleted from the system. In the screenshot above, ***VP/201/701/0001*** is an example of an archived application.

When you click the title link, the following screen is displayed:

The screenshot shows the top navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this is a breadcrumb trail: 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > View grant application'. The user's name 'SMITH, John' is visible in the top right. The main heading is 'Application not submitted'. The content includes a greeting 'Dear applicant', a notice about the submission deadline for call for proposals VP/2014/701 (July 16, 2014), and a warning that no changes or additions can be made. It states that the application was not submitted because the 'Submit' button was not clicked or failed. A link is provided for a printable version of the application data (VP/2014/701/0003). A final note states that the user has requested to archive the application and that the data will not be removed.

You can print the application form or click the link **Your grant applications and grant agreements** to return to the previous screen.

4.3. Grant agreements section

This section contains all grant agreements assigned to your EU Login account:

The screenshot displays the 'GRANT AGREEMENTS' section. On the left, three grant agreements are listed, each with a 'Granted' status and a 'Click' button. The first agreement is 'Our fifth project for improving working conditions' (Improving working conditions). The second is 'Our second project to improve working conditions' (Improving working conditions). The third is 'The right to collective bargaining for public safety workers' (INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE). On the right, a sidebar shows 'Ongoing grant agreements' and 'Closed grant agreement'. The ongoing agreements are VP/2014/701/0005 (Action closing date December 31, 2014) and VP/2014/701/0002 (Action closing date December 31, 2014). The closed agreement is VP/2011/001/0036 (Action closing date June 30, 2012). Red boxes highlight the 'Click' button and the grant agreement details in the sidebar.

The status indication is always **Granted**.

Click a title link to access the **Grant agreement follow-up** page for the matching grant agreement:

The screenshot shows the 'Grant agreement follow-up page' in the SWIM system. At the top, there is a navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page'. The user's name 'SMITH, John' is visible in the top right corner. The main heading is 'Grant agreement follow-up page', followed by application and agreement references: 'Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286'. A sub-heading describes the project: 'Our fifth project for improving working conditions' with dates 'From Aug 1, 2014 To Dec 31, 2014'. A light yellow box contains instructions: 'The sections below provide access to the actions available during the life-cycle of the grant agreement. The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.' Below this, the 'Technical and financial reports' section is highlighted. Under 'Technical implementation reports', a purpose statement is followed by a button for the 'Final technical implementation report' with an 'Edit' link. A warning icon indicates an 'Invalid draft report'. The 'Further pre-financing/interim payment requests' section explains the process of creating a statement of eligible costs. The 'Final financial statement' section notes that a final statement must be annexed to payment requests. The 'Grant agreement documents' section lists two PDFs: 'Original submitted grant application form' and 'The last accepted version of the estimated budget'. The 'Amendment requests' section includes a 'New request' button and a deadline of 30/11/2014. A 'Top' link is at the bottom.

The grant agreement state determines which options are available in this screen. Refer to the procedures in [Working with your grant agreements](#).

4.4. Managing editors

An editor is a person whose EU Login account has been linked to a grant application or grant agreement in SWIM. The person who creates an application is the first editor of that grant

application and the resulting grant agreement. He/she has access to the **Application form** for the grant application and to the **Grant agreement follow-up page** for the resulting grant agreement.

Furthermore, this initial editor can send an e-mail message to other persons inviting them to become an editor of the grant application or grant agreement as well. If the other person accepts, he or she will have the same edit rights as the original editor to perform actions for the grant application or grant agreement. (He or she can even invite additional editors or remove existing editors.)

This section describes:

- [How an editor can send e-mail messages inviting additional people to become an editor](#)
- [How a person can accept \(or reject\) such an invitation](#)
- [How an editor can be removed from a grant application or grant agreement](#)

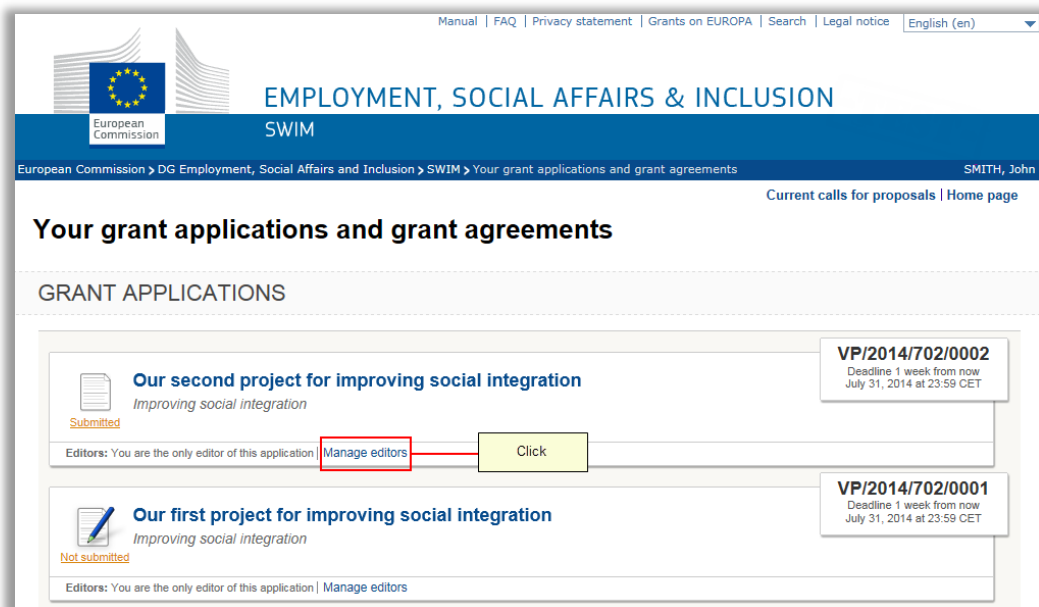
4.4.1. Inviting people to become an editor for a specific grant application or grant agreement

Perform this procedure if you want to invite other people to become editor of a grant application or agreement for which you are an editor yourself:

1. Access the list of your grant applications and grant agreements.

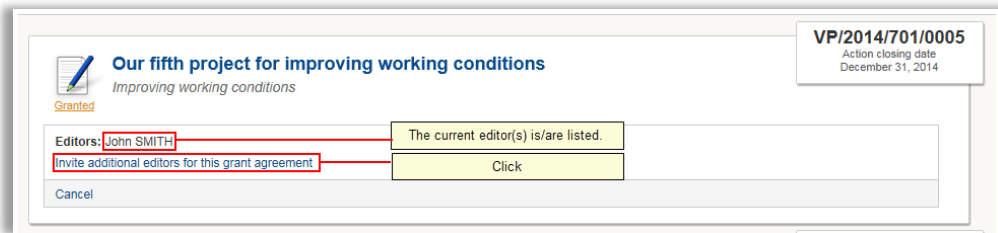
Refer to [Accessing the list of your grant applications and grant applications](#).

The list of **Your grant applications and grant agreements** is displayed:



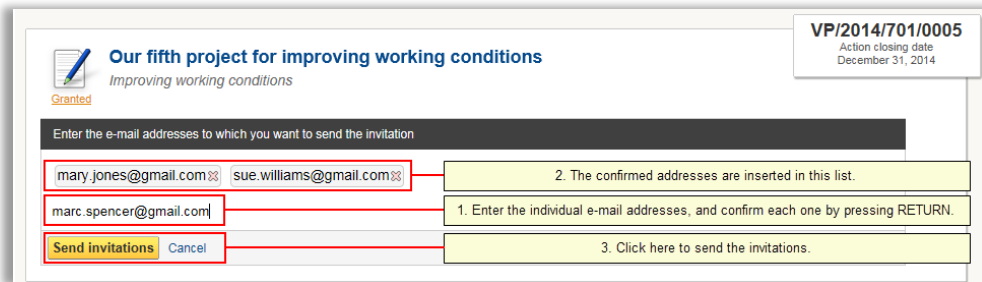
2. Click the link **Manage editors** for the grant application or grant agreement for which you want to invite other people as editor.

The following screen is displayed:



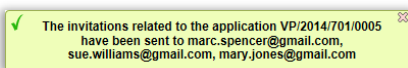
3. Click the link *Invite additional editors for the application*.

The following screen is displayed:



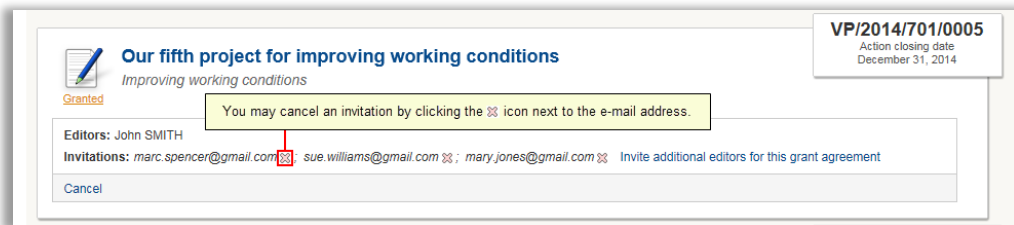
4. Enter the e-mail addresses and click the button *Send invitations*.

The following message is displayed:



5. You may now click the link *Manage editors* again.

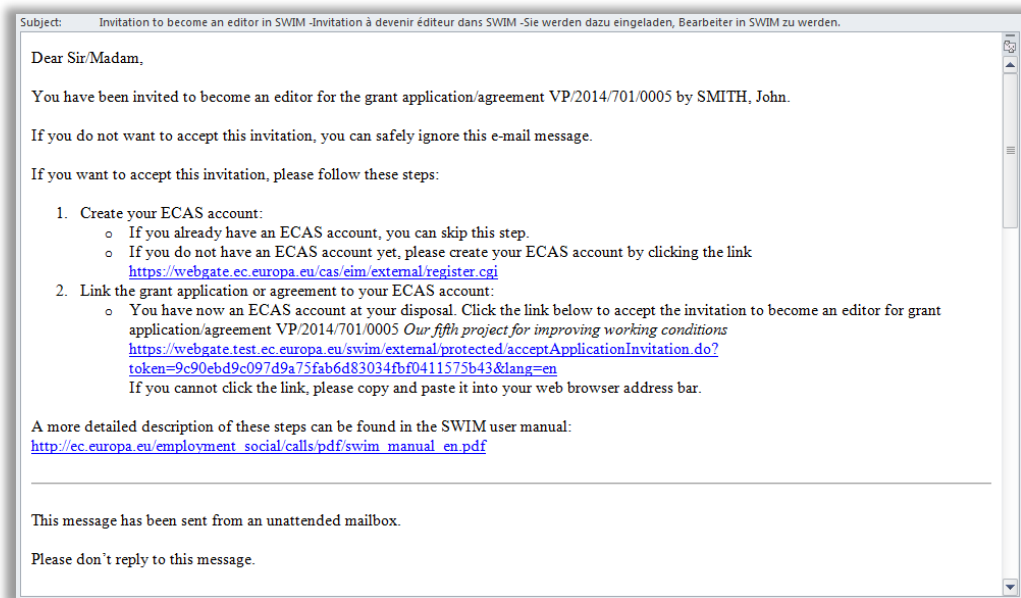
The following screen is displayed:



You may cancel one or more invitations by clicking the icon, as shown above.

4.4.2. Accepting (or rejecting) an invitation to become an editor for a specific grant application or grant agreement

If you are invited to become an editor of an existing grant application or grant agreement, you will receive an e-mail message with the subject **Invitation to become an editor in SWIM**. This e-mail message contains the following text:



These instructions are explained below.

1. **Create an EU Login account, if required.**

Click the link <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>, and follow the instructions. For a detailed description, refer to [Creating a personal EU Login account](#).

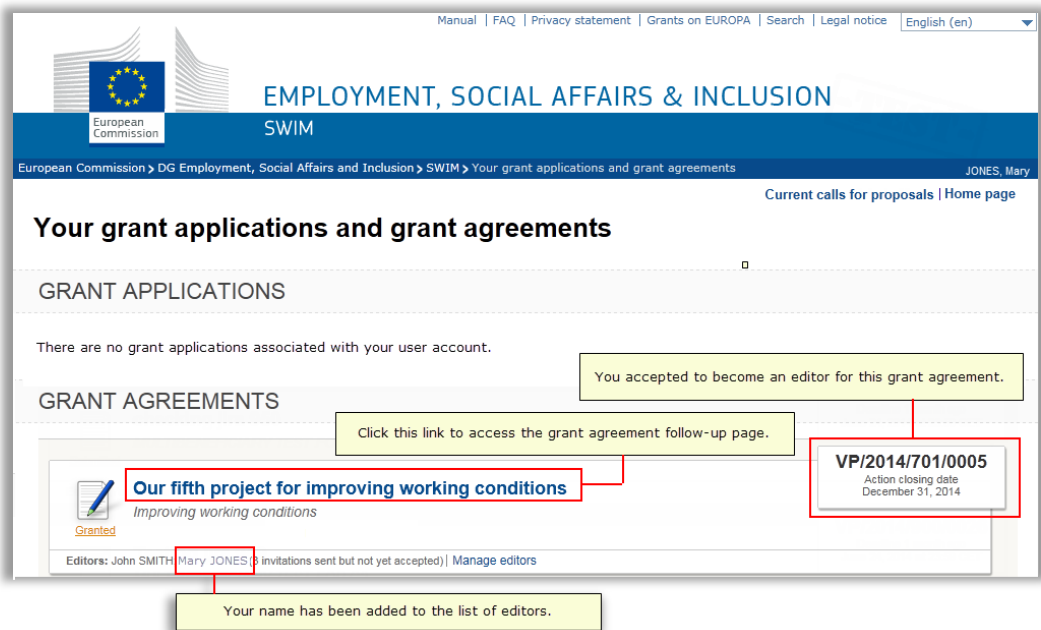
2. **Click the link in step 2 and provide your EU Login email address and password.**

The following screen is displayed:



3. **Click the link *Click here to continue*.**

The list of your grant applications and grant agreements is displayed. The grant application or grant agreement, for which you have accepted to become an editor, is listed:



In the screenshot above, you have become an editor of a grant agreement.

4. You may now click the title link to access the grant agreement follow-up page (or grant application form) and to start your work.

Refer to the following sections:

[Working with your grant applications](#)

[Working with your grant agreements](#)

4.4.3. Removing editors from a grant application or grant agreement

Perform this procedure if you want to remove editors from a grant application or a grant agreement for which you are an editor yourself:

1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:

The screenshot shows the SWIM portal interface. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and a language dropdown set to English (en). The main header features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The user's name 'SMITH, John' is visible in the top right corner. The main heading is 'Your grant applications and grant agreements', with a link for 'Current calls for proposals | Home page'. The content is divided into two sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'. Under 'GRANT APPLICATIONS', there are two entries: 'Our second project for improving social integration' (Submitted) and 'Our first project for improving social integration' (Not submitted). Both have a 'Manage editors' link. Under 'GRANT AGREEMENTS', there is one entry: 'Our fifth project for improving working conditions' (Granted). This entry has a 'Manage editors' link and a 'Click' button. A yellow callout box points to the 'Manage editors' link, stating: 'These are currently the two editors for this grant agreement: John SMITH (who opened this session) and Mary JONES.'

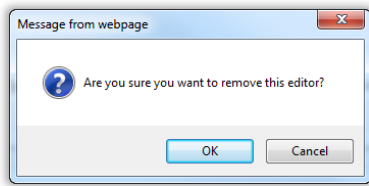
2. Click the link **Manage editors** for the grant application or grant agreement for which you want to remove editors.

The following screen is displayed:

The screenshot shows a dialog box titled 'Our fifth project for improving working conditions' (Granted). It displays the current editors: 'John SMITH' and 'Mary JONES', each with a small 'x' icon next to their name. A yellow callout box points to the 'x' icon next to 'Mary JONES', stating: 'Click the x icon next to the user to remove him/her as editor.' Below the editor list, there is a link for 'Invitations: Invite additional editors for this grant agreement' and a 'Cancel' button.

3. Click the **x** icon next to the user you want to remove as editor for this application.

The following confirmation is displayed:



4. Click *OK* to confirm.

Notes:

You may remove your own user name from the list of editors. As a result, the grant application or agreement will disappear from the list.

However, it is not possible to remove your own user name, if you are the only editor listed for the grant application or grant agreement.

5. WORKING WITH YOUR GRANT APPLICATIONS

You can only perform actions to the grant applications that are assigned to your EU Login account, i.e. for which you are an editor. These applications are available in the **Grant applications** section of the list of **Your grant applications and grant agreements**. Refer to [Accessing the list of your grant applications and grant agreements](#).

The **Grants applications** section in the list of **Your grant applications and grant agreements** may look as follows:

The screenshot displays the 'Your grant applications and grant agreements' page. At the top, there is a header for 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM' and a navigation breadcrumb: 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The user 'SMITH, John' is logged in, and there are links for 'Current calls for proposals' and 'Home page'.






The main section is titled 'Your grant applications and grant agreements' and contains a sub-section 'GRANT APPLICATIONS'. A yellow callout box states: 'In this example, the **Grant applications** section contains a grant application for each possible status indication.'

The list of applications is as follows:

Status	Title	Sub-topic	Reference	Deadline
Submitted	Our second project for improving social integration	Improving social integration	VP/2014/702/0002	Deadline 1 week from now July 31, 2014 at 23:59 CET
Not submitted	Our first project for improving social integration	Improving social integration	VP/2014/702/0001	Deadline 1 week from now July 31, 2014 at 23:59 CET
Not granted	Our fourth project for improving working conditions	Improving working conditions	VP/2014/701/0004	Deadline 6 days ago July 16, 2014 at 23:59 CET
Archived	Our third project for improving working conditions	Improving working conditions	VP/2014/701/0003	Deadline 6 days ago July 16, 2014 at 23:59 CET
Not submitted in time	Our first project to improve working conditions	Improving working conditions	VP/2014/701/0001	Deadline 6 days ago July 16, 2014 at 23:59 CET

Each application entry includes an icon representing its status, the title, sub-topic, reference number, and deadline. Below each entry, it states 'Editors: You are the only editor of this application | Manage editors'.

The actions you can perform on a listed grant application depend on the grant application status:

Grant application status	Description and available actions
<p>Submitted</p>  <p>Submitted</p>	<p>A grant application has the status Submitted, if it is linked to a current or closed call for proposals and the European Commission did not take a decision yet to award a grant or not. You can perform the following action for your grant applications with the Submitted status indication:</p> <ul style="list-style-type: none"> • Obtain a printable version <p>Refer to the detailed section below.</p>
<p>Not submitted</p>  <p>Not submitted</p>	<p>A grant application has the status Not submitted, if it is linked to a current (ongoing) call for proposals and it has not yet been submitted. You can perform the following actions for your grant applications with the Not submitted status indication:</p> <ul style="list-style-type: none"> • Complete and submit the grant application • Delete the grant application • Obtain a printable version <p>Refer to the detailed sections below.</p>
<p>Not granted</p>  <p>Not granted</p>	<p>A grant application has the status Not granted, if it was correctly submitted and the European Commission decided not to award a grant. You can perform the following action for your grant applications with the Not granted status indication:</p> <ul style="list-style-type: none"> • Obtain a printable version <p>Refer to the detailed section below.</p>
<p>Archived</p>  <p>Archived</p>	<p>A grant application has the status Archived, if it was archived by one of the editors. You can perform the following action for your grant applications with the Archived status indication:</p> <ul style="list-style-type: none"> • Obtain printable version <p>Refer to the detailed section below.</p>
<p>Not submitted in time</p>  <p>Not submitted in time</p>	<p>A grant application has the status Not submitted in time, if it is linked to a closed call for proposals and it was not submitted before the submission deadline. You can perform the following actions for your grant applications with the Not submitted in time status indication:</p> <ul style="list-style-type: none"> • Obtain a printable version • Archive the grant application <p>Refer to the detailed sections below.</p>

5.1. Completing and submitting a grant application

A grant application can be completed and submitted, if it has the [Not submitted](#) status. Follow this procedure to complete and submit such a grant application:

1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of *Your grant applications and grant agreements* is displayed:



The screenshot shows the SWIM portal interface. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and English (en). The main header features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. A pink '-TEST-' stamp is visible in the top right corner. Below the header, the breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The page title is 'Your grant applications and grant agreements'. Under the heading 'GRANT APPLICATIONS', two application cards are displayed. The first card, 'Our second project for improving social integration', has a 'Submitted' status and a callout box that says 'Click the link matching the grant application you want to complete and submit.' The second card, 'Our first project for improving social integration', has a 'Not submitted' status and a callout box that says 'The submission deadline is in the future.' To the right of each card is a box containing the grant ID and deadline: 'VP/2014/702/0002' with a deadline of '1 week from now July 31, 2014 at 23:59 CET' and 'VP/2014/702/0001' with a deadline of '1 week from now July 31, 2014 at 23:59 CET'. The user's name 'SMITH, John' is visible in the top right corner.

Notes:

If the application you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

If the application does not yet exist, you must create it first. Refer to [Creating a grant application for a current call for proposals](#).

2. Click the title link of the required application.

The application form is displayed:

3. Verify the available elements.

The following elements are available:

Links:

Your grant applications and grant agreements: Click this link to return to the list of **Your grant applications and grant agreements**.

Generate PDF: Click this link to obtain a PDF version of the application form with the current settings.

Delete grant application: Click this link to delete the current application. Refer to [Deleting a grant application](#).

Home page: Click this link to return to the [SWIM home page](#).

Grant application and call for proposals details: This section contains the grant application reference (**VP/YYYY/CCC/XXXX**), the call for proposals title and the application submission deadline.

Grant application status indication: This section displays the current status of the application. This can either be:

Editing (not valid): The grant application form contains errors or is missing information. Click the link **See validation errors** to display the errors that are preventing your grant application from being valid.

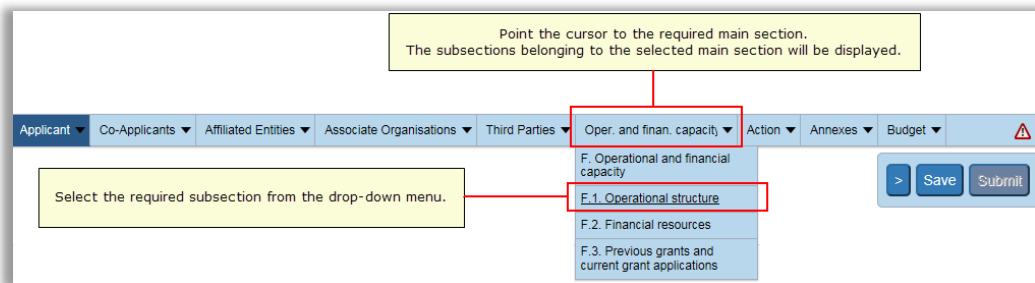
Editing (valid): The grant application can be submitted because all mandatory fields have been filled out.

Main sections: The main sections are displayed on the navigation bar. You may click a main section to display the subsections that belong to it.

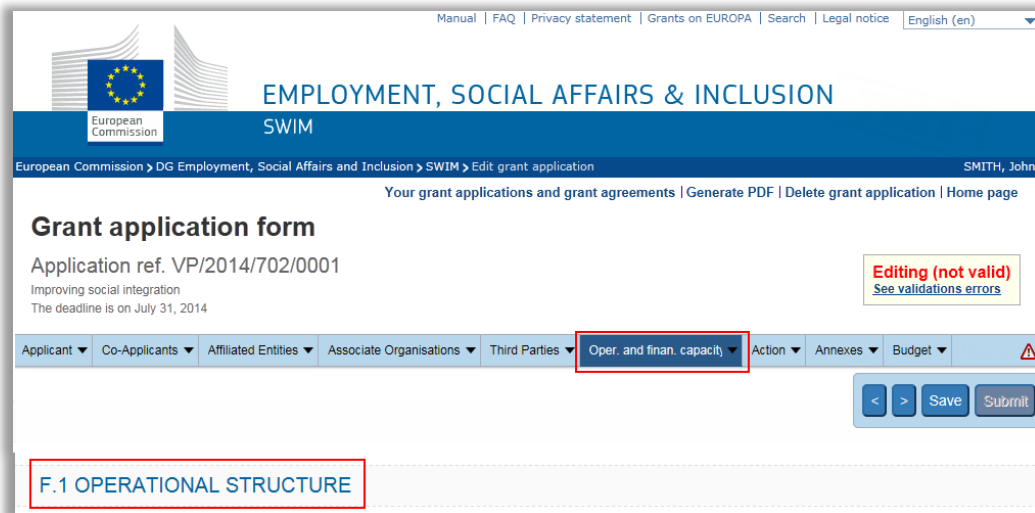
Subsection: By default, the first subsection (**Applicant organisation**) of the first main section (**Applicant**) is displayed. The subsections contain mandatory and optional text fields as well as drop-down lists. They can be filled out by the applicant with information regarding their proposed project in order to submit their grant application.

4. Use the navigation bar to select the main section and subsection you want to fill out.

In the following screenshot, the **Operational structure** subsection from the **Operational and financial capacity** main section is selected:



The application form displays the selected main section and subsection:



5. Fill out the subsections as required:

Fill out mandatory fields (marked by the red asterisk).


Fill out optional fields (not marked by the red asterisk) if you dispose of relevant information.


Select one of the predefined entries from the available drop-down lists.


6. Save your application form regularly using the buttons on the right of the navigation bar.

The following buttons are available:



Click  to save the current form data and return to the previous main section

Click  to save the current form data and go to the next title.

Click  to save the current form data and remain on the current main section

The **Submit** button will become active, if the form has been completely filled out.

Note:

Do not use the navigation buttons of your browser, as this action will disconnect you from SWIM and you will lose all data you had already entered in your application form.

7. **Complete all main sections and subsections as required.**

A more detailed description can be found in the following sections:

[Applicant](#)

[Co-Applicants](#) (optional, may not be available for all calls for proposals)

[Affiliated Entities](#) (optional, may not be available for all calls for proposals)

[Associate Organisations](#) (optional, may not be available for all calls for proposals)

[Third Parties](#) (optional, may not be available for all calls for proposals)

[Operational and financial capacity](#)

[Action](#)

[Annexes](#)

[Budget](#)

Once all sections of the SWIM application form have been properly completed, the grant application status on the top left side of the screen changes to **In edition (Valid)**, meaning the application form can be submitted, and the button **Submit** is active:



Note:

The status indication remains **Not valid**, if you did not fill out one or more mandatory fields and/or if the budget you defined is not valid. In this case the link **See validation errors** is available at the top of the screen:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

Grant application form

Application ref. VP/2014/702/0001
Improving social integration
The deadline is on July 31, 2014

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾

Click **Editing (not valid)**
See validations errors

OR

> Save Submit

The Submit button is not active.

Click this link to display the validation errors:

Errors - Application ref. VP/2014/702/0001

A. Applicant

A.1. Applicant organisation Click the links to access directly the section needing correction.

A.1.7 City This field must be filled in. Missing mandatory field

Budget

Total revenue of the action	Error! The computed amount is not valid, please review the fields used to compute it.
Income	Error! The computed amount is not valid, please review the fields used to compute it.
Union Grant	Error! The computed amount is not valid, please review the fields used to compute it.
Total Income	Error! The computed amount is not valid, please review the fields used to compute it.
Income	
Total Income (T)	Error! The computed amount is not valid, please review the fields used to compute it.
Revenue generated by the action (R)	This field must be filled in.
Union grant (S = T - C - R)	Error! The computed amount is not valid, please review the fields used to compute it.

Please check that you do not exceed the maximum percentage for Union funding established in the call for proposals. Based on the figures already filled in for the previous items, the percentage of the total eligible costs you are requesting is

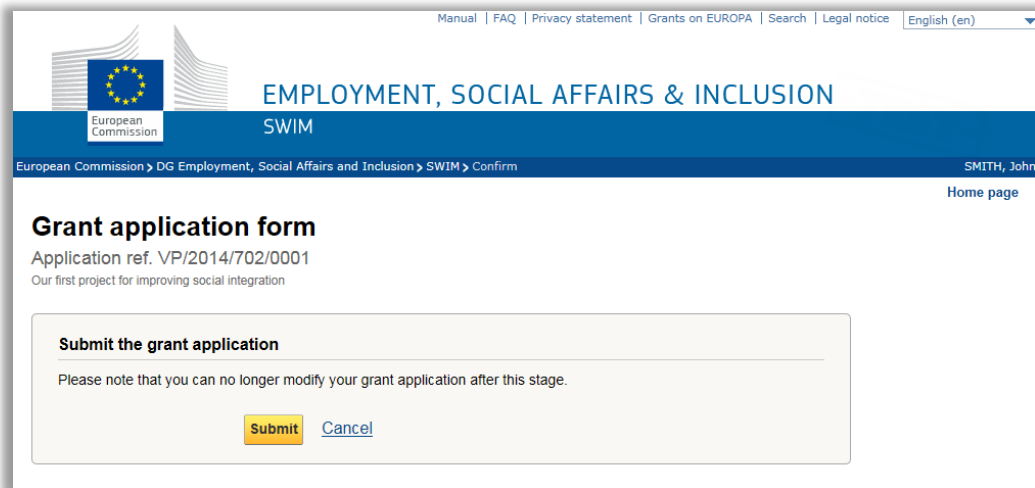
Error! The computed amount is not valid, please review the fields used to compute it.

Errors in the budget

You may click the required link to directly access the section needing correction.

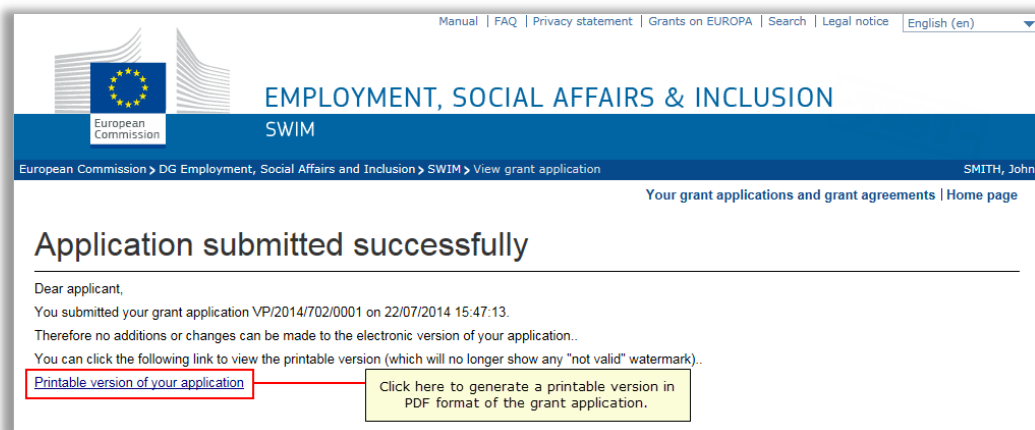
8. **Once you are sure that your application is complete and you do not want to perform any more changes, click the *Submit* button.**

The ***Submit grant application*** screen is displayed:



9. Click the **Submit** button.

The screen **Grant application submitted successfully** is displayed:



Important:

After being submitted electronically, the grant application form must also be printed out, signed and sent by post to the responsible unit, as specified in the Call for Proposals.

10. Click the link **Printable version of your grant application**.

The PDF version of your completed grant application form will be opened in a separate browser window. The first page of the print-out looks as follows:

	European Commission	EUROPEAN COMMISSION DG Employment, Social Affairs and Inclusion
	Directorate name	
	Unit name	

Call for proposals:	Improving social integration
Reference:	VP/2014/702
Budget Heading:	04.03 02 01

GRANT APPLICATION FORM
Application reference: **VP/2014/702/0001**

11. Perform following actions outside SWIM:

Save this file on your local system.

Print the file.

Fill out the **Signature** section on the paper version.

The signature section looks as follows:

Signature
<hr/>
H: Signature of the legal representative
Warning : Failure to sign by the lead applicant, will entail the Commission to automatically reject the application.
H.1 Name
H.2 Date and place
H.3 Signature

Send it to the address you find in the text of the Call for Proposals.

This concludes the general procedure to fill out and submit an application.

5.2. Detailed section descriptions

Refer to the sections below for a detailed description of the different main sections of the application form. The following main sections can be available:

[Applicant](#)

[Co-Applicants](#) (optional, may not be available for all calls for proposals)

[Affiliated Entities](#) (optional, may not be available for all calls for proposals)

[Associate Organisations](#) (optional, may not be available for all calls for proposals)

[Third Parties](#) (optional, may not be available for all calls for proposals)

[Operational and financial capacity](#)

[Action](#)

[Annexes](#)

[Budget](#)

5.2.1. Applicant

The tables below provide an overview of the subsections and fields available on the **Applicant** main section.

Applicant Organisation subsection

Field	Description/Remarks	M.L.
Name of the organisation	Fill out the name of your organisation	250
Abbreviation	This abbreviation will be used in other main sections	50
Departments	Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities). In case of several departments, click 'Add Department' button and enter one department for each line. A department can be removed by deleting the relative line.	300
Type of organisation	Select an entry from the pre-defined drop-down list.	-
Address	Enter your organisation's street address and number	100
Postal code	Enter the postal code.	15
City	Enter the city name.	50
Country	Select an entry from the pre-defined drop-down list. If a country is missing, organisations from that country are not eligible for the call for proposals.	-
Telephone	Be sure to include the national prefix, e.g. +32 for Belgium.	30
Fax	Contrary to previous SWIM versions, this field is no longer mandatory.	30
E-mail address	Enter a valid e-mail address	100
Registration number	Enter your organisation's registration number.	40
VAT number	Enter your organisation's VAT number.	15
Web site	Be sure to include the references http:// or https:// The content of this field will be displayed as link in our systems. Please be sure that it points to a real website.	100
Legal entity form	It is required to fill out the Legal entity form for the applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	-
Financial identification form	It is required to fill out the Financial identification form for the applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	-
Declaration on honour	It is required to fill out the Declaration on honour for the applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	-
3 supplementary spaces for additional documents	Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.	-

(M.L. = max. length as number of characters)

Legal Representative subsection

Field	Remarks	M.L.
Title	Select the required entry from the drop-down list.	-
Surname	Enter the surname of your organisation's legal representative.	100
Forename	Enter the forename of your organisation's legal representative.	50
Gender	Select the required entry from the drop-down list.	-
Function	Select the required entry from the drop-down list. If you do not find the required function, select the entry Other	-
Other function	Enter the function, if you could not find it in the Function drop-down list.	100
Telephone	Be sure to include the national prefix, e.g. +32 for Belgium.	30
Fax	Contrary to previous SWIM versions, this field is no longer mandatory.	30
E-mail address	Enter the e-mail address of your organisation's legal representative.	100

(M.L. = max. length as number of characters)

Person responsible for managing the action subsection

Field	Remarks	M.L.
Title	Select the required entry from the drop-down list.	-
Surname	Enter the surname of the person responsible for managing the action.	100
Forename	Enter the forename of the person responsible for managing the action.	50
Gender	Select the required entry from the drop-down list.	-
Function	Select the required entry from the drop-down list. If you do not find the required function, select the entry Other	-
Other function	Enter the function, if you could not find it in the Function drop-down list.	100
Telephone	Be sure to include the national prefix, e.g. +32 for Belgium.	30
Fax	Contrary to previous SWIM versions, this field is no longer mandatory.	30
E-mail address	Enter the e-mail address of the person responsible for managing the action.	100

(M.L. = max. length as number of characters)

5.2.2. *Co-Applicants*

In the **Co-Applicants** main section, the applicant must provide information regarding the co-applicants involved in the project.

Note: If a call for proposals does not allow the definition of co-applicants, the **Co-Applicants** main section will be missing on the navigation bar.

Follow the procedure below to add a new co-applicant:

1. Access the **Co-Applicants** main section.
2. Click the button **Add a new co-applicant** to display the co-applicant definition fields:

Grant application form

Application ref. VP/2014/704/0002

Improving work The deadline

Editing (not valid)
[See validation errors](#)

Applicant ▾ **Co-Applicants** ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾

B CO-APPLICANTS INVOLVED IN THE ACTION

A co-applicant is any organisation with legal personality which is actively involved in the implementation of the action and which declares costs. Co-applicants must comply with the eligibility and selection criteria as set out in the call for proposals. Note that public entities without an independent legal personality (ex. most national, regional, local authorities, ministries, some public universities) must be indicated as departments of the applicant/co-applicant which must be the authority with the legal personality (ex. country, region).

B.1 Co-Applicants
Please fill out one form per Co-Applicant.

NEW CO-APPLICANT

1 / B.1.1 Name of the organisation *

Max. 250 characters.

1 / B.1.2 Abbreviation

Attention: please check carefully the text of the call to ensure your organisation is within the eligible type of organisation for this specific call.

1 / B.1.3 Departments

Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities).
Separate the "Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities). Separate the names with a comma.

1 / B.1.4 Type of organisation *

Enter the abbreviation of the name of your organisation. Max. 50 characters.

1 / B.1.5 Address *

Max. 100 characters.

1 / B.1.6 Postal code *

Max. 15 characters.

1 / B.1.7 City *

Max. 50 characters.

1 / B.1.8 Country *

1 / B.1.9 Telephone *

Please include also national prefix. Max. 30 characters.

1 / B.1.10 Fax

Please include also national prefix. Max. 30 characters.

1 / B.1.11 E-mail address *

Max. 100 characters.

1 / B.1.12 Registration number

Max. 40 characters.

1 / B.1.13 VAT number

Max. 15 characters.

1 / B.1.14 Web site


Max. 100 characters.

Continued on next page

Continued from previous page


1 / B.1.15 Legal entity form *

Please [click here](#) to download the 'Legal entity form'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed, stamped and dated, together with all other requested documents.

Attach a file: Max 15MB 


1 / B.1.16 Mandate *

Please [click here](#) to download the template of 'Mandate model'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed, stamped and dated, together with all other requested documents.

Attach a file: Max 15MB 

1 / B.1.17 Declaration on honour *

Please [click here](#) to download the template of 'Declaration on honour'. Please save it on your computer and complete it on the official letterhead paper of the applicant organisation. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed, stamped and dated, together with all other requested documents.

Attach a file: Max 15MB 

1 / B.1.18 Letters of commitment (as specified in the call)

Please [click here](#) to download the template of 'Letter of Commitment'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call.

Attach a file: Max 15MB

1 / B.1.19 Supplementary space for additional documents (if needed)

Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.

Attach a file: Max 15MB

1 / B.1.20 Supplementary space for additional documents (if needed)

Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.

Attach a file: Max 15MB

1 / B.1.21 Supplementary space for additional documents (if needed)

Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.

Attach a file: Max 15MB

[Add a new co-applicant](#) Click this button to declare an additional co-applicant.

The table below provides an overview of the available co-applicant definition fields:

Field	Remarks	M.L.
Name of the organisation	Enter the co-applicant's organisation name.	250
Abbreviation	If provided, this abbreviation will be used on other main sections.	50
Departments	Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities). In case of several departments, click 'Add Department' button and enter one department for each line. A department can be removed by deleting the relative line.	300
Type of organisation	Select an entry from the pre-defined drop-down list.	-
Address	Enter the co-applicant's street address and number.	100
Postal code	Enter the co-applicant's postal code.	15
City	Enter the co-applicant's city.	50
Country	Select an entry from the pre-defined drop-down list. If a country is missing, organisations from that country are not eligible as co-applicant for the call for proposals.	-

Field	Remarks	M.L.
Telephone	Be sure to include the national prefix, e.g. +32 for Belgium.	30
Fax	Contrary to previous SWIM versions, this field is no longer mandatory.	30
E-mail address	Enter the co-applicant's e-mail address.	100
Registration number	Enter the co-applicant's registration number.	40
VAT number	Enter the co-applicant's VAT number	15
Web site	Be sure to include the references http:// or https:// The content of this field will be displayed as link in our systems. Please be sure that it points to a real website.	100
Legal entity form	It is required to fill out the Legal entity form for the co-applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	
Mandate	It is required to fill out the Mandate for the co-applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	-
Declaration on honour	It is required to fill out the Declaration on honour for the co-applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	-
Letters of commitment	It is required to fill out the Letter of commitment for the co-applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	-
3 supplementary spaces for additional documents	Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.	-

(M.L. = max. length as number of characters)

3. **Fill out the fields as required and click the *Save* button.**
4. **Click the button *Add a new co-applicant* to declare an additional co-applicant and repeat these steps for all co-applicants to be added.**
5. **If required, use the *Edit* link to edit an existing co-applicant or the *Delete* button to delete it:**

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

Grant application form

Application ref. VP/2014/704/0002
Improving working skills
The deadline is on July 31, 2014

Editing (not valid)
[See validations errors](#)

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

< > Save Submit

B CO-APPLICANTS INVOLVED IN THE ACTION

A co-applicant is any organisation with legal personality which is actively involved in the implementation of the action and which declares costs. Co-applicants must comply with the eligibility and selection criteria as set out in the call for proposals. Note that public entities without an independent legal personality (ex. most national, regional, local authorities, ministries, some public universities) must be indicated as departments of the applicant/co-applicant which must be the authority with the legal personality (ex. country, region).

B.1 Co-Applicants
Please fill out one form per Co-Applicant.

UNION OF CONSTRUCTION ALLIED TRADES ⚠

Click if required. Edit Delete

Add a new co-applicant

5.2.3. *Affiliated Entities*

In the ***Affiliated Entities*** main section, the applicant must provide information regarding the entities affiliated to the applicant organisation or to one of the co-applicants, and involved in the project.

Note: If a call for proposals does not allow the definition of affiliated entities, the ***Affiliated Entities*** main section will be missing on the Navigation bar.

Follow the procedure below to add a new affiliated entity:

1. Access the ***Affiliated Entities*** main section and click the button ***Add new affiliated entity***.

The ***parent organisations*** drop-down list is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

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The deadline is on July 31, 2014

Editing (not valid)
See validation errors

Applicant ▼ Co-Applicants ▼ **Affiliated Entities** ▼ Associate Organisations ▼ Third Parties ▼ Oper. and finan. capacity ▼ Action ▼ Annexes ▼ Budget ▼

< > Save Submit

C AFFILIATED ENTITIES

Guidelines for the affiliated entities

C.1 Affiliated Entities
Please, add only the affiliated entities participating in the action

Add a new affiliated entity

Click

Select the parent organisation for the new affiliated entity: TUC ▼ Add Cancel
TUC
UNION OF CONSTRUCTION ALLIED TRADES

The drop-down list contains the names (or abbreviations when defined) of the applicant and co-applicant organisations.

2. **Select the required parent organisation and click the *Add* button.**

The affiliated entity definition fields are displayed:

NEW AFFILIATED ENTITY Delete

1 / C.1.1 Parent organisation * TUC ▼

1 / C.1.2 Name of the affiliated entity * ⚠
Max. 250 characters.

1 / C.1.3 Legal or capital link with the parent organisation *

Please provide supporting documents to demonstrate the legal or capital link with the co-applicant organisation. (Please read the financial guidelines for more information: e.g. statutory list of members as part of reports approved by governance bodies, the list of controlled companies in audited consolidated accounts, the balance sheet or the deeds of establishment to prove ownership or partnership, etc.) Only one file can be uploaded. In case you have several documents, include them in a Zip file and upload it by using the Browse button

Attach a file: Max 15MB ⚠ Browse...

1 / C.1.4 Letters of commitment (as specified in the call)

Please [click here](#) to download the template of 'Letter of Commitment'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call.

Attach a file: Max 15MB Browse...

Add a new affiliated entity

Click this button to declare an additional affiliated entity.

The table below provides an overview of the available affiliated entity definition fields:

Field	Remarks	M.L.
Parent organisation	This field contains the name (or abbreviation) of the selected parent organisation. You may select however another entry from the drop-down list, if required.	-

Field	Remarks	M.L.
Name of the affiliated entity	Enter the name of the affiliated entity.	250
Legal or capital link with the parent organisation	It is required to provide a document demonstrating the legal or capital link to the parent organisation. If the field is mandatory (marked with the red asterisk), you should upload the document into the system.	-
Letters of commitment	It is required to fill out the Letter of commitment for the affiliated entity. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	-

(M.L. = max. length as number of characters)

3. Fill out the fields as required and click the **Save** button.
4. Click the button **Add a new affiliated entity** to declare an additional affiliated entity and repeat these steps for all affiliated entities to be added.
5. If required, use the **Edit** link to edit an existing affiliated entity or the **Delete** button to delete it:

5.2.4. Associate Organisations

In the **Associate Organisations** main section, the applicant must provide information regarding the associate organisations involved in the action. Associate organisations participate in the action on a no-cost basis. They are not considered to be participants to a grant agreement concluded with the European Commission.

Note: If a call for proposals does not allow the definition of associate organisations, the **Associate Organisations** main section will be missing on the navigation bar.

Follow the procedure below to add a new associate organisation:

1. Access the **Associate Organisations** main section and click the button **Add new associate organisation**.

The associate organisation definition fields are displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission
EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

Grant application form

Application ref. VP/2015/750/0002
Operating grants
The deadline is on April 15, 2015

Editing (not valid)
[See validations errors](#)

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ **Associate Organisations ▾** Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

< > Save Submit

D ASSOCIATE ORGANISATIONS

Organisations which participate in the action on a no-cost basis. Such organisations are not considered to be participants to a grant agreement concluded with the European Commission.

D.1 Associate Organisations

Please fill out one form per associate organisation

Add a new associate organisation

NEW ASSOCIATE ORGANISATION Edit Delete

1 / D.1.1 Name of the organisation * ⚠
Max. 250 characters.

1 / D.1.2 Abbreviation
Attention: please check carefully the text of the call to ensure your organisation is within the eligible type of organisation for this specific call.

1 / D.1.3 Type of organisation * ⚠
Enter the abbreviation of the name of your organisation. Max. 50 characters.

1 / D.1.4 Address * ⚠
Max. 200 characters.

1 / D.1.5 Postal code * ⚠
Max. 15 characters.

1 / D.1.6 City * ⚠
Max. 50 characters.

1 / D.1.7 Country * ⚠

1 / D.1.8 Letters of commitment (as specified in the call) *

Please [click here](#) to download the template of 'Letter of Commitment'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call. Please [click here](#) to download the template of 'Letter of Commitment'. Please save it on your computer, complete it and return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call.

Attach a file: ⚠
Max. 15MB

Add a new associate organisation Click this button to declare an additional associate organisation.

The table below provides an overview of the available associate organisation definition fields:

Field	Remarks	M.L.
Name of the organisation	Enter the name of the associate organisation.	250
Abbreviation	If provided, this abbreviation will be used on other main sections.	50
Type of organisation	Select an entry from the pre-defined drop-down list.	-
Address	Enter the street address and number of the associate organisation	100
Postal code	Enter the postal code of the associate organisation.	15
City	Enter the city of the associate organisation.	50
Country	Select an entry from the pre-defined drop-down list. If a country is missing, organisations from that country are not eligible as associate organisations for the call for proposals.	-
Letters of commitment	It is required to fill out the Letter of commitment for the associate organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	-

(M.L. = max. length as number of characters)

2. Fill out the fields as required and click the *Save* button.
3. Click the button *Add a new associate organisation* to declare an additional associate organisation and repeat these steps for all associate organisations to be added.
4. If required, use the *Edit* link to edit an existing associate organisation or the *Delete* button to delete it:

5.2.5. Third Parties

In the **Third Parties** main section, the applicant must provide information regarding the third parties involved in the action. Third parties are entities other than beneficiaries, affiliated entities and associate organisations, which provide a cash contribution to the implementation of the action, but are not actively involved in it.

Note: They are not considered to be participants to a grant agreement concluded with the European Commission and they will not be part of any amendment process.

Follow the procedure below to add a new third party:

1. **Access the *Third Parties* main section and click the button *Add new third party*.**

The third party definition fields are displayed:

Grant application form

Application ref. VP/2015/750/0002

Operating grants

The deadline is on April 15, 2015

Editing (not valid)
See validations errors

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ **Third Parties** ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ 

< > Save Submit

E THIRD PARTIES


Entities, other than beneficiaries, affiliated entities and associate organisations, which provide a cash contribution to the implementation of the action but are not actively involved in it.

E.1 Third Parties


Please fill out one form per organisation


Add a new third party


NEW THIRD PARTY Edit Delete


1 / E.1.1 Name of the organisation * 
Max. 250 characters.


1 / E.1.2 Abbreviation
Attention: please check carefully the text of the call to ensure your organisation is within the eligible type of organisation for this specific call.

1 / E.1.3 Type of organisation * 
Enter the abbreviation of the name of your organisation. Max. 50 characters.

1 / E.1.4 Address * 
Max. 200 characters.


1 / E.1.5 Postal code * 
Max. 15 characters.

1 / E.1.6 City * 
Max. 50 characters.

1 / E.1.7 Country * 

1 / E.1.8 Letters of commitment (as specified in the call) *

Please [click here](#) to download the template of "Letter of Commitment". Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call. Please [click here](#) to download the template of "Letter of Commitment". Please save it on your computer, complete it and return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call.

Attach a file: 
Max. 15MB

Add a new third party

Click this button to declare an additional third party.

The table below provides an overview of the available third party definition fields:

Field	Remarks	M.L.
Name of the organisation	Enter the name of the third party.	250
Abbreviation	If provided, this abbreviation will be used on other main sections.	50
Type of organisation	Select an entry from the pre-defined drop-down list.	-
Address	Enter the street address and number of the third party.	100
Postal code	Enter the postal code of the third party.	15
City	Enter the city of the third party.	50
Country	Select an entry from the pre-defined drop-down list. If a country is missing, organisations from that country are not eligible as third parties for the call for proposals.	-
Letters of commitment	It is required to fill out the Letter of commitment for the third party. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.	-

(M.L. = max. length as number of characters)

2. Fill out the fields as required and click the *Save* button.
3. Click the button *Add a new third party* to declare an additional third party and repeat these steps for all third parties to be added.
4. If required, use the *Edit* link to edit an existing third party or the *Delete* button to delete it:

The screenshot shows a web application interface for a grant application. At the top, there is a navigation bar with links: "Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page". Below this is the main heading "Grant application form" and the application reference "Application ref. VP/2015/750/0002". A status indicator shows "Editing (not valid)" with a link to "See validations errors". A breadcrumb trail includes "Applicant", "Co-Applicants", "Affiliated Entities", "Associate Organisations", and "Third Parties". The "Third Parties" section is active, showing a table with one entry: "NEW THIRD PARTY". A yellow box highlights the text "Click if required." and a red box highlights the "Edit" and "Delete" buttons. A blue button "Add a new third party" is also visible.

5.2.6. Operational and financial capacity

In the main section **Operational and financial capacity**, the applicant must provide the details of the applicant and co-applicant organisations. The tables below provide an overview of the subsections and fields available on this main section.

Operational structure

Field	Remarks	M.L.
Main objectives and activities	Provide information about the main objectives and activities of the applicant and co-applicant organisations.	10000
Administrative structure of each applicant organisation	Provide information about the administrative structure of the applicant and co-applicant organisations.	10000
Members of each applicant organisation	Provide information about the members of the applicant and co-applicant organisations.	10000
Staff employed by each applicant organisation in the relevant field	Provide information about the members of the applicant and co-applicant organisations.	10000
Experience of similar projects	Provide information about the experience of similar projects for the applicant and co-applicant organisations.	10000

(M.L. = max. length as number of characters)

Financial resources

Field	Remarks	M.L.
Usual sources of finance of each applicant organisation	Provide information about the usual sources of finance for the applicant and co-applicant organisations.	10000
Turnover or equivalent for the last financial year of each applicant organisation	Provide information about the turnover or equivalent for the last financial year for the applicant and co-applicant organisations.	10000
Any other information demonstrating financial capacity	You may provide other information demonstrating the financial capacity of the applicant and/or co-applicant organisations.	10000

(M.L. = max. length as number of characters)

Previous grants and current grant applications

This subsection contains three tables allowing the declaration of previous grants, current action grant applications and current operating grants:

F.3 PREVIOUS GRANTS AND CURRENT GRANT APPLICATIONS

F.3.1 Previous Action Grants

(1) Previous grants received for which the final report and the final financial statement have not yet been received or approved by the Commission and/or (2) Any other Union grants obtained during the last three years.

Applicant organisation	European institution, service responsible and programme	Agreement no.	Year of the award	Title of the action	Amount of the grant (in EUR)
Select one			Select one		

Add line

F.3.2 Action Grant applications in the current year

Has your organisation presented or does it intend to submit other applications for support in the current year to Commission services or to other Union institutions/Agencies? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and no. of agreement if applicable and the state of play of your application).

Applicant organisation	European institution, service responsible and programme	Title of the action	Grant obtained?	Estimated amount of the grant (in EUR)
Select one			Select one	

Add line

F.3.3 Operating grants

Have any of the applicant organisations applied for or obtained an operating grant from the European Commission or any other Union institution?

Applicant organisation	European institution, service responsible and programme	Agreement no.	Title of the action	Estimated amount of the grant (in EUR)	Start date	End date
Select one						

Add line

Previous Action Grants

Follow this procedure do declare previous action grants:

1. Access the *Previous Action Grants* table.

By default the table contains one empty line:

F.3.1 Previous Action Grants
 (1) Previous grants received for which the final report and the final financial statement have not yet been received or approved by the Commission and/or (2) Any other Union grants obtained during the last three years.

Applicant organisation	European institution, service responsible and programme	Agreement no.	Year of the award	Title of the action	Amount of the grant (in EUR)
Select one			Select one		

Add line
Use this line to declare the first previous Union grant.

The following table lists the available fields:

Field	Remarks	M.L.
Applicant organisation	Select the required Applicant or Co-Applicant organisation name (or abbreviation) from the drop-down list.	-
European institution, service responsible and programme	Enter the name of the responsible service and programme related to the action grant	100
Agreement number	Enter the agreement number linked to the action grant.	50
Year of the award	Select the year of the action grant from the drop-down list.	-
Title of the action	Enter the title of the action linked to the action grant.	250
Amount of the grant (in EUR)	Enter the amount of the action grant (amount between 1 and 10 000 000 euro).	-

(M.L. = max. length as number of characters)

2. Fill out the fields as required and click the **Save** button.

The line may now look as follows:

F.3.1 Previous Action Grants
 (1) Previous grants received for which the final report and the final financial statement have not yet been received or approved by the Commission and/or (2) Any other Union grants obtained during the last three years.

Applicant organisation	European institution, service responsible and programme	Agreement no.	Year of the award	Title of the action	Amount of the grant (in EUR)
TUC	DG EMPL	VS/2014/1234	2014	Sample title	45000.00

Add line Click this button to declare an additional Union grant.

3. If required, click the **Add new line** button to declare an additional previous grant.

4. Repeat this procedure, until you have declared all previous action grants as required.

Notes:

You may declare up to 99 lines in this table.

If you want to remove a redundant line, remove all information from it and click the **Save** button. The line will be removed.

Action Grant applications in the current year

Follow this procedure to declare action grant applications which the applicant or any of the co-applicant organisations submitted or intends to submit during the current year:

1. Access the table **Action Grant applications in the current year**.

By default the table contains one empty line:

F.3.2 Action Grant applications in the current year
 Has your organisation presented or does it intend to submit other applications for support in the current year to Commission services or to other Union institutions/Agencies? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and no. of agreement if applicable and the state of play of your application).

Applicant organisation	European institution, service responsible and programme	Title of the action	Grant obtained?	Estimated amount of the grant (in EUR)
Select one			Select one	

Add line Use this line to declare the action grant application in the current year.

The following table lists the available fields:

Field	Remarks	M.L.
Applicant organisation	Select the required applicant or co-applicant organisation name (or abbreviation) from the drop-down list.	-
European institution, service responsible and programme	Enter the name of the responsible service and programme related to the Union grant	100
Title of the action	Enter the title of the action linked to the Union grant.	250
Grant obtained?	Select the applicable entry from the drop-down list: Yes , No or Pending	-
Estimated amount of the grant (in EUR)	Enter the estimated amount of the Union grant.	-

(M.L. = max. length as number of characters)

2. Fill out the fields as required and click the **Save** button.

The line may now look as follows:

F.3.2 Action Grant applications in the current year
 Has your organisation presented or does it intend to submit other applications for support in the current year to Commission services or to other Union institutions/Agencies? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and no. of agreement if applicable and the state of play of your application).

Applicant organisation	European institution, service responsible and programme	Title of the action	Grant obtained?	Estimated amount of the grant (in EUR)
TUC	DG EMPL	Sample title	Yes	12000.00

Add line Click this button to declare an additional action grant application.

3. If required, click the **Add new line** button to declare an additional action grant application in the current year.
4. Repeat this procedure, until you have declared all action grant applications as required.

Notes:

You may declare up to 15 lines in this table.

If you want to remove a redundant line, remove all information from it and click the **Save** button. The line will be removed.

Operating grants

Follow this procedure do declare operating grants obtained by the applicant or any of the co-applicant organisations:

1. Access the table **Operating grants**.

By default the table contains one empty line:

F.3.3 Operating grants
 Have any of the applicant organisations applied for or obtained an operating grant from the European Commission or any other Union institution?

Applicant organisation	European institution, service responsible and programme	Agreement no.	Title of the action	Estimated amount of the grant (in EUR)	Start date	End date
Select one						

Add line Use this line to declare the action grant application in the current year.

The following table lists the available fields:

Field	Remarks	M.L.
Applicant organisation	Select the required Applicant or Co-Applicant organisation name (or abbreviation) from the drop-down list.	-
European institution, service responsible and programme	Enter the name of the European institution and responsible service linked to the operating grant	100
Agreement number	Enter the agreement number linked to the operating grant.	
Title of the action	Enter the title of the action linked to the Union grant.	250
Estimated amount of the grant (in EUR)	Enter the estimated amount of the Union grant.	-
Start date	Enter the start date of the operating grant (in the format dd/mm/yyyy)	-
End date	Enter the end date of the operating grant (in the format dd/mm/yyyy)	

(M.L. = max. length as number of characters)

2. Fill out the fields as required and click the **Save** button.

The line may now look as follows:

F.3.3 Operating grants

Have any of the applicant organisations applied for or obtained an operating grant from the European Commission or any other Union institution?

Applicant organisation	European institution, service responsible and programme	Agreement no.	Title of the action	Estimated amount of the grant (in EUR)	Start date	End date
TUC	DG EMPL	VS/2013/1234	Sample Title	25000.00	01/10/2013	01/10/2014

Add line

Click this button to declare an additional operating grant.

3. If required, click the **Add new line** button to declare an additional operating grant.

4. Repeat this procedure, until you have declared all operating grants as required.

Notes:

You may declare up to 15 lines in this table.

If you want to remove a redundant line, remove all information from it and click the **Save** button. The line will be removed.

5.2.7. Action

The table below provides an overview of the fields available on the **Action** main section.

Field	Remarks	M.L.
Title	Enter the action title	250
Type of activity / subprogramme / theme	Select the required entry from the drop-down list. Note: This field is not available for all Calls for Proposals.	-
Short summary of the action	Enter a short summary of the action.	2000
Specific objective(s)	Enter a description of the specific objectives of the action.	4000
Start date	Enter the expected start date in the format dd/mm/yyyy. Preferably the 1 st day of the month.	-
Duration of the action	Enter the number of months for the expected duration of the action. Max. 48 months.	-
Implementation of the action	Enter a description of the way the action is going to be implemented.	4000
Workplan	Enter a summary of the workplan.	4000
Will you subcontract any task related to the action?	Select Yes or No from the drop-down list.	-
Timetable for action events	Fill out a line for the main events of the action: <ul style="list-style-type: none"> Start / End date: enter the date in format dd/mm/yyyy Venue: Enter the place of venue (max. length 50 chars) Type of event: Enter a description (max. length 200 chars) 	-

Field	Remarks	M.L.
Roles and responsibilities	Describe the nature of the roles and responsibilities and the division of tasks between the co-applicants.	4000
Targeted groups / sectors	Indicate which groups / sectors are concerned by your action and why.	4000
Transnational dimension	Indicate the transnational dimension of the action.	4000
Arrangements for evaluation / monitoring of the action	Indicate the arrangements taken for the evaluation and the monitoring of the action.	4000
Added value / innovativeness of the action	Specify the added value / innovativeness of the action.	4000
Expected results	Specify the expected results and outputs of the action.	4000
Use of results (multiplier effects and dissemination plans)	Describe how you intend to use and disseminate the results of the action.	4000
Language for correspondence	Select the preferred language for correspondence with the European Commission from the drop-down list. The three official working languages are listed: English, French and German.	-

(M.L. = max. length as number of characters)

5.2.8. Annexes

The **Annexes** main section of the application form may look as follows:

The screenshot displays the 'Grant application form' interface for the SWIM program. At the top, there is a navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application'. The user's name 'SMITH, John' is visible in the top right corner. The main heading is 'Grant application form' with the application reference 'VP/2014/704/0002' and the subject 'Improving working skills'. A deadline notice states 'The deadline is on July 31, 2014'. A yellow 'Select' button is highlighted, and a red box around the 'Annexes' dropdown menu in the navigation bar is connected to it by a red line. A red warning box indicates 'Editing (not valid) See validations errors'. The navigation bar includes dropdown menus for 'Applicant', 'Co-Applicants', 'Affiliated Entities', 'Associate Organisations', 'Third Parties', 'Oper. and finan. capacity', 'Action', 'Annexes', and 'Budget', along with 'Save' and 'Submit' buttons. The 'ANNEXES' section is titled 'H ANNEXES' and contains five sub-sections, each with an 'Attach a file' button and a 'Browse...' button. The sub-sections are: H.1 Description of the action, H.2 Detailed work programme, H.3 Letters of commitment for associate organisations and third parties, H.4 Contracts for implementing the action, and H.5 Supplementary space for additional documents (if needed). Each sub-section includes instructions on how to prepare and submit the documents.

The section lists documents that must be duly completed, signed and submitted along with the electronic application form.

There are two annex types:

Documents for which a template is available, such as the Contracts for implementing the action. The applicant must download the model, then complete it and return it by post, according to specifications given in the call guidelines. For some calls, it may be allowed or even required to upload the completed form, so that it becomes part of the electronically submitted application;

Documents for which there is no template available, such as the Description of the action. The applicant must create the document in an electronic format, such as Microsoft Word, and upload it in the SWIM application form. In most of the cases, these documents also have to be sent by post along with the paper version of the application form.

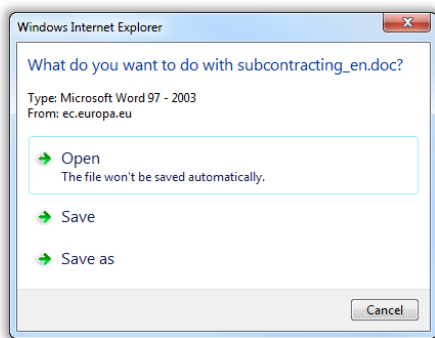
Follow this procedure to download a template and upload the completed annex in SWIM:

1. **For annexes with an available template, click the link *click here* to download this template.**

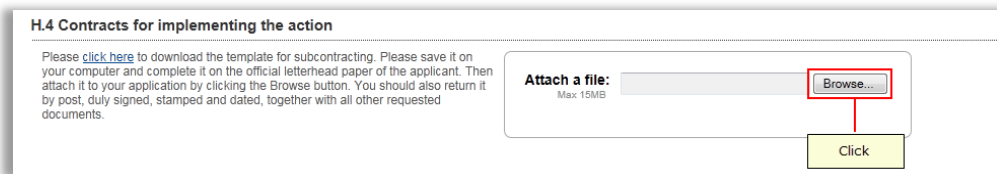
Example:



2. **Save the template on your hard disk:**

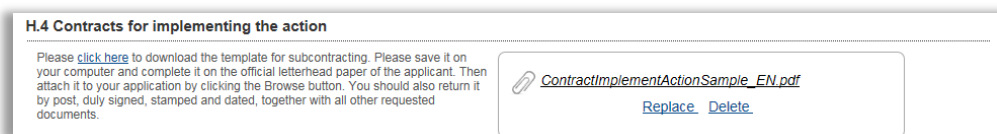


3. **Open the template on your computer and complete it.**
4. **If you want to upload the completed form, click the *Choose File* or *Browse* button (the button label depends on the browser you are using):**



5. **Browse to the required file and open it.**

The file name is displayed:



You may replace or delete the uploaded document if required.

5.2.9. Budget

The last main section of the SWIM application form always concerns the **Budget**, where applicants have to provide all the financial details of their project. Subtotal and total amounts at the end of each budget subsection are automatically calculated by the system when the application is saved by the applicant. Applicants can easily check the overall budget by clicking the main **Budget** option in the navigation bar:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

Grant application form

Application ref. VP/2014/704/0002
Improving working skills
The deadline is on July 31, 2014

Select Editing (not valid)
See validations errors

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

< > Save Submit

The budget summary is displayed.

I BUDGET

Total cost of the action	0.00
Total eligible costs (D + I)	0.00
Total eligible direct costs (D)	0.00
Heading 1 - Staff costs	0.00
Management	0.00
Administration	0.00
Secretariat	0.00
Accounting	0.00
Other staff	0.00
Total - Staff costs	0.00
Heading 2 - Travel, accommodation and subsistence allowances	0.00
Travel	0.00
Subsistence allowances (accommodation, meals, etc.)	0.00
Total - Travel, accommodation and subsistence allowances	0.00
Heading 3 - Costs of services	0.00
Information dissemination	0.00
Translations	0.00
Reproductions and publications	0.00
Specific evaluation	0.00
Interpretations	0.00
External expertise	0.00
Other services	0.00
Total - Costs of services	0.00

Continued on next page

<u>Heading 4 - Administration costs</u>		<i>Continued from previous page</i>
Depreciation for purchase of equipment	0.00	
Hire of rooms	0.00	
Hire of interpreting booths	0.00	
Audits	0.00	
Financial services	0.00	
Other administrative costs	0.00	
Total - Administration costs	0.00	
Total eligible indirect costs (I)	0.00	
<u>Heading 5 - Overheads</u>		
Total overheads	0.00	
Total revenue of the action		Error!
Income	Error!	
<u>Income</u>	Error!	
Total financial contribution (own resources)	Error!	
Revenue generated by the action	Error!	
Union Grant	Error!	
Total Income	Error!	

These error messages indicate that the budget is not complete and therefore not acceptable in its current form.

The overall budget contains the following main headings and subheadings, common to every call for proposal:

- Heading 1: Staff costs (as displayed in the screenshot above), with the following subheadings:
 - Management
 - Administration
 - Secretariat
 - Accounting
 - Other staff
- Heading 2: Travel, accommodation and subsistence allowances
- Heading 3: Cost of services, with the following subheadings:
 - Information dissemination
 - Translations
 - Reproductions and publications
 - Specific evaluation
 - Interpretations
 - External expertise
 - Other services
- Heading 4: Administration costs, with the following subheadings:
 - Depreciation for purchase of equipment
 - Hire of rooms
 - Hire of interpreting booths
 - Audits
 - Financial services
 - Other administrative costs

- Heading 5: Overheads (limited to a maximum flat-rate of 7% of the total eligible direct costs for action grants, 0% for operating grants)
- Heading 6: Income
 - The applicant must specify the financial contribution of himself, the co-applicants and third parties
 - He must also specify any revenue expected to be generated by the implementation of the action.
 - SWIM will automatically calculate the amount of the Union grant requested based on the figures provided in the application.

Attention:

Headings are organised by rows (each row containing a number of fields). If one field in a row is filled out, it is mandatory to complete all other fields in the same row.

If for a heading no costs must be declared, all fields in that heading should remain empty.

5.2.9.1. Filling out the Staff costs page

Follow this procedure to fill out the **Staff costs** page.

1. Click the **Heading 1** link or select the **Staff costs** option from the **Budget** drop-down menu:

The screenshot shows the SWIM Grant application form interface. At the top, there is a navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, the breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application'. The main heading is 'Grant application form' with application reference 'VP/2014/704/0002' and a deadline of July 31, 2014. A warning box indicates 'Editing (not valid)'. A navigation menu includes 'Applicant', 'Co-Applicants', 'Affiliated Entities', 'Associate Organisations', 'Third Parties', 'Oper. and finan. capacity', 'Action', 'Annexes', and 'Budget'. The 'Budget' dropdown menu is open, showing options: 'I. Budget', 'I.1. Staff costs', 'I.2. Travel, accommodation and subsistence', 'I.3. Costs of services', 'I.4. Administration costs', 'I.5. Overheads', and 'I.6. Income'. The 'I.1. Staff costs' option is highlighted with a red box. Below the menu, the form shows a table with the following data:

Total cost of the action	0.00
Total eligible costs (D + I)	0.00
Total eligible direct costs (D)	0.00
Heading 1 - Staff costs	
Management	
Administration	0.00
Secretariat	0.00
Accounting	0.00
Other staff	0.00
Total - Staff costs	0.00

A yellow box with the text 'Select one of these links.' is positioned to the right of the 'Heading 1 - Staff costs' row. Red lines connect the 'I.1. Staff costs' option in the dropdown menu to the 'Heading 1 - Staff costs' row and the yellow box.

The **Staff costs** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

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Grant application form

Application ref. VP/2014/704/0002
Improving working skills
The deadline is on July 31, 2014

Editing (not valid)
See validations errors

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

< > Save Submit

I.1 STAFF COSTS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Management/Coordination (transnational and national)

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Select one						
Add line						Total cost of Management/Coordination 0.00

Administration/Implementation of the project

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Select one						
Add line						Total cost of Administration/Implementation of the project 0.00

Secretarial costs

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Select one						
Add line						Total cost of Secretarial costs 0.00

Accounting

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Select one						
Add line						Total cost of Accounting 0.00

Other staff

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Select one						
Add line						Total cost of Other staff 0.00
						Total staff costs 0.00

Description:

The **Staff costs** page contains a section for each budget subheading.

Each budget subheading section contains a table with the following columns:

Incurred by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation.

Name

Name of the organisation and function within the organisation

Status

Daily salary cost

Number of days

Total

Each table contains a single row allowing the declaration of the first staff cost item.

The button **Add new line** is available to add rows up to the maximum of 99 lines for each subheading.

Once the maximum number of rows is reached, the following message is displayed, when you point to the deactivated button: **Max. number of lines reached**.

2. **Declare a first staff cost entry by filling out the fields on an available table row.**

In the following example, a first staff cost entry was defined in the **Management/Coordination** subheading:

I.1 STAFF COSTS

Management/Coordination (transnational and national) The total value is calculated by the system.

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
ApplOrg	John Smith	Applicant organisation - coordinator	officer	500.00	20.00	10000.00

Add line Select Define Total cost of Management/Coordination Define 10000.00

Description:

The required organisation was selected from the **Incurred by** drop-down list.

The fields have been filled out:

- Name (max. 100 characters)
- Name of organisation (max. 1000 characters)
- Status (max. 100 characters)

The fields **Daily Salary cost** and **Number of days** have fields have been filled out.

The **Total** field has been calculated by the system by multiplying the daily salary cost with the number of days.

3. **Click the Add new line button as required and define new cost entries.**


The **Management/Coordination** subheading may now look as follows:

Management/Coordination (transnational and national)

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
ApplOrg	John Smith	Applicant organisation - coordinator	officer	400.00	20.00	8000.00
ApplOrg	Mary Jones	Applicant organisation - researcher	officer	400.00	30.00	12000.00
First Co-Applicant	Phil Williams	Co-applicant - coordinator	officer	500.00	10.00	5000.00
First Co-Applicant	Debra Peters	Co-applicant - researcher	officer	400.00	30.00	12000.00

Add line Total cost of Management/Coordination 27000.00

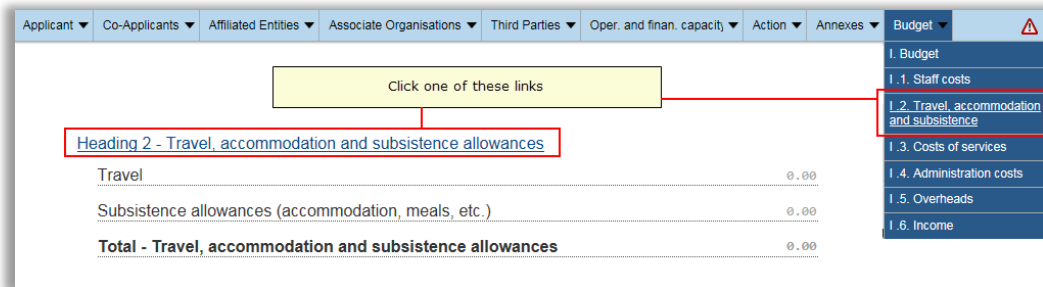
The system calculates total values.

4. **Click the  icon at the end of the row to delete this row, if required.**
5. **Repeat this procedure for all Staff costs subheadings.**

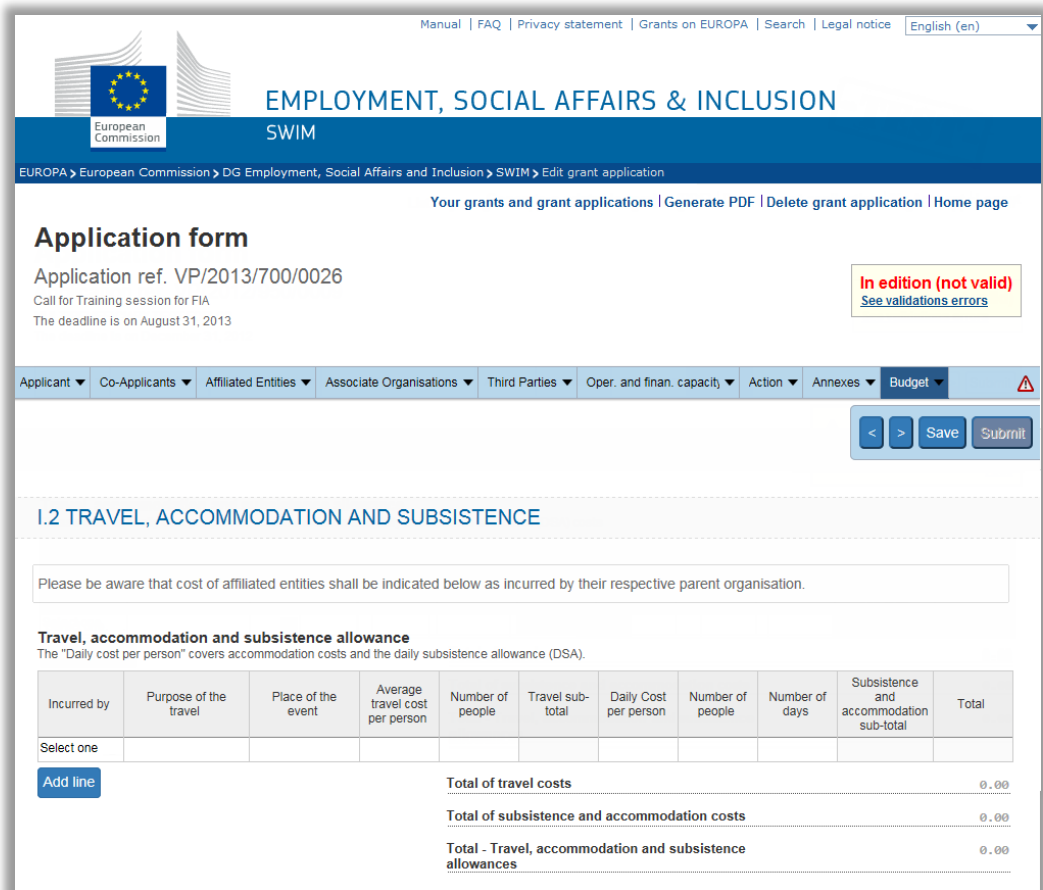
5.2.9.2. Filling out the Travel, accommodation and subsistence costs page

Follow this procedure to fill out the **Travel, Accommodation and subsistence costs** page.

1. Click the **Heading 2** link or select the **Travel, Accommodation and subsistence** option from the **Budget** drop-down menu:



The **Travel, accommodation and subsistence** page is displayed:



Description:

The **Travel, Accommodation and Subsistence** page contains a single section and table.

This table contains the following columns:

Incurred by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation.

Purpose of travel

Place of the event

Average travel cost per person

Number of people

Travel Subtotal
 Daily Cost per person
 Number of people
 Number of days
 Subsistence and accommodation subtotal
 Total

The table contains a single row allowing the declaration of the first Travel cost item.
 The button **Add new line** is available to add rows up to a maximum of 99 rows.
 Once the maximum number of rows is reached, the following message is displayed, when you point to the deactivated button: **Max. number of lines reached**.

2. **Declare a first travel cost entry by filling out the fields on the available table row.**

Example:

Incurred by	Purpose of the travel	Place of the event	Average travel cost per person	Number of people	Travel subtotal	Daily Cost per person	Number of people	Number of days	Subsistence and accommodation subtotal	Total
ApplOrg	Meeting	Brussels	200.00	3.00	600.00	100.00	3.00	2.00	600.00	1200.00
Total of travel costs										600.00
Total of subsistence and accommodation costs										600.00
Total - Travel, accommodation and subsistence allowances										1200.00

Description:

The required organisation was selected from the **Incurred by** drop-down list.

The fields have been filled out:

- Purpose of travel (max. 1000 characters)
- Place of the event (max. 100 characters)

The fields **Average travel cost per person** and **Number of people** have been filled out.
 The **Travel subtotal** field has been calculated by the system by multiplying the average travel cost with the number of people.

The fields **Daily Cost per person**, **Number of people** and **Number of days** have been filled out.

The **Subsistence and accommodation subtotal** field has been calculated by the system by multiplying daily cost per person, the number of people and number of days.

3. **Click the Add new line button as required and define new cost entries.**


The **Travel costs** table may now look as follows:

Travel, accommodation and subsistence allowance
Please enter in "Daily cost per person" accommodation and daily subsistence allowance (DSA) costs

Incurred by	Purpose of the travel	Place of the event	Average travel cost per person	Number of people	Travel sub-total	Daily Cost per person	Number of people	Number of days	Subsistence and accommodation sub-total	Total
AppiOrg	Meeting	Brussels	200.00	3.00	600.00	100.00	3.00	2.00	600.00	1200.00
AppiOrg	Meeting	Brussels	200.00	4.00	800.00	100.00	4.00	2.00	800.00	1600.00
AppiOrg	Workshop	Paris	300.00	3.00	900.00	150.00	3.00	3.00	1350.00	2250.00
First Co-Applicant	Meeting	Paris	300.00	2.00	600.00	150.00	3.00	2.00	900.00	1500.00
First Co-Applicant	Workshop	Brussels	200.00	5.00	1000.00	100.00	5.00	3.00	1500.00	2500.00
Total of travel costs									3900.00	
Total of subsistence and accommodation costs									5150.00	
Total - Travel, accommodation and subsistence allowances									9050.00	

[Add new line](#)

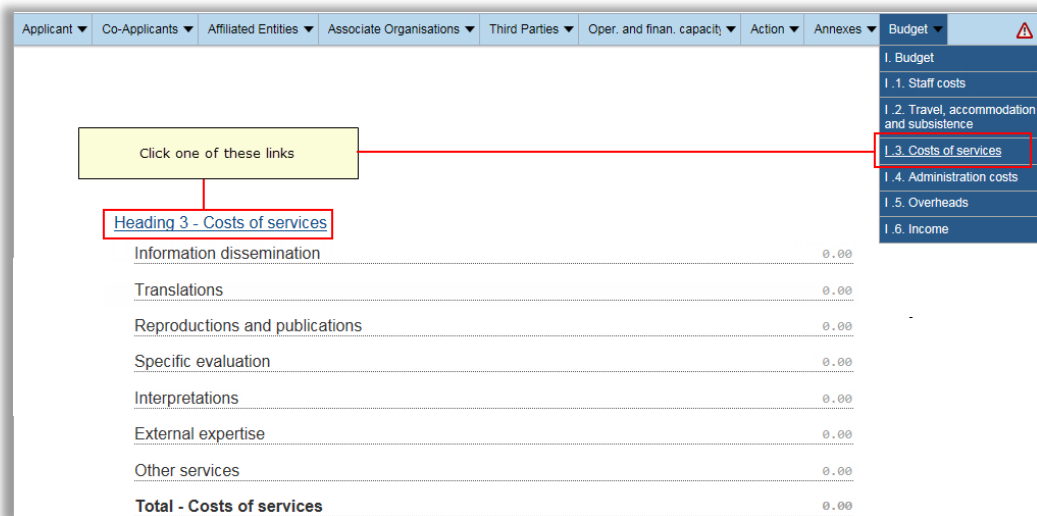
The system calculates total values.

4. Click the  icon at the end of the row to delete this row, if required.
5. Repeat this procedure for all required **Travel costs**.

5.2.9.3. Filling out the Cost of services page

Follow this procedure to fill out the **Cost of services** page.

1. Click the **Heading 3** link or select the **Costs of services** option from the **Budget** drop-down menu:




Click one of these links

[Heading 3 - Costs of services](#)

Information dissemination	0.00
Translations	0.00
Reproductions and publications	0.00
Specific evaluation	0.00
Interpretations	0.00
External expertise	0.00
Other services	0.00
Total - Costs of services	0.00

The **Cost of services** page is displayed:



EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

SWIM

EUROPA > European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application

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Application form

Application ref. VP/2013/700/0026
 Call for Training session for FIA
 The deadline is on August 31, 2013

In edition (not valid)

[See validations errors](#)

Applicant ▾
Co-Applicants ▾
Affiliated Entities ▾
Associate Organisations ▾
Third Parties ▾
Oper. and finan. capacity ▾
Action ▾
Annexes ▾
Budget ▾
⚠

< > Save Submit

I.3 COSTS OF SERVICES

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Information dissemination

Incurred by	Nature of costs	Quantity	Unit cost	Total
Select one				
Total information dissemination				0.00

Translations

Total number of languages (the document is translated to), cost per page (1 page=1500 characters without blanks)

Incurred by	Description of documents to be translated	Languages from ... to ...	Total number of languages	Cost per page	Number of pages	Total
Select one						
Total translations						0.00

Reproductions and publications

Incurred by	Document	Number of pages	Unit cost	Total
Select one				
Total reproductions and publications				0.00

Specific evaluation

Incurred by	Evaluator	Cost	Total
Select one			
Total specific evaluation			0.00

Interpretations

Incurred by	Meeting	Languages	Number of interpreters	Number of days	Daily cost per interpreter	Total
Select one						
Total interpretations						0.00

External expertise

Incurred by	Task	Number of days	Daily cost	Total
Select one				
Total external expertise				0.00

Other Services

Incurred by	Service	Amount	Total
Select one			
Total other services			0.00
Total - Costs of services			0.00

Description:

The **Costs of Services** page contains a section for each budget subheading.

Each budget subheading section contains a table with a number of columns describing the service. The following columns are common:

Incurred by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation.

Total

Each table contains a single row allowing the declaration of the first service cost item.

The button **Add new line** is available to add up to 99 for each subheading.

Once the maximum number of rows is reached, the button is no longer active and the following message is displayed: **Max. number of lines reached**.

2. **Declare a first service cost entry by filling out the fields on an available table row.**

In the following example, a few cost entries were defined in each service cost subheading:

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Information dissemination

Incurred by	Nature of costs	Quantity	Unit cost	Total
ApplOrg	Web site	1.00	2500.00	2500.00
Total information dissemination				2500.00

Translations
Total number of languages (the document is translated to) , Cost per page (1 page=1500 characters without blanks)

Incurred by	Description of documents to be translated	Languages from ... to ...	Total number of languages	Cost per page	Number of pages	Total
ApplOrg	Brochures	English to French	1.00	20.00	6.00	120.00
ApplOrg	Brochures	English to German	1.00	20.00	6.00	120.00
Total translations						240.00

Continued on next page

Continued

Reproductions and publications

Incurring by	Document	Number of pages	Unit cost	Total
AppiOrg	Brochures EN	600.00	5.00	3000.00
AppiOrg	Brochures FR	500.00	5.00	2500.00
AppiOrg	Brochures DE	500.00	5.00	2500.00
Total reproductions and publications				8000.00

[Add line](#)

Specific evaluation

Incurring by	Evaluator	Cost	Total
AppiOrg	John Smith	2000.00	2000.00
Total specific evaluation			2000.00

[Add new line](#)

Interpretations

Incurring by	Meeting	Languages	Number of interpreters	Number of days	Daily cost per interpreter	Total
AppiOrg	Kick-off	EN	2.00	2.00	500.00	2000.00
AppiOrg	Kick-off	FR	2.00	2.00	500.00	2000.00
AppiOrg	Kick-off	DE	2.00	2.00	550.00	2200.00
Total interpretations						6200.00

[Add line](#)

External expertise

Incurring by	Task	Number of days	Daily cost	Total
AppiOrg	Problem analysis	20.00	500.00	10000.00
Total external expertise				10000.00

[Add line](#)

Other Services


Incurring by	Service	Amount	Total
AppiOrg	Additional Service	500.00	500.00
Total other services			500.00
Total - Costs of services			29440.00

Description:

The required organisations were selected from the **Incurring by** drop-down list.

The fields have been filled out.

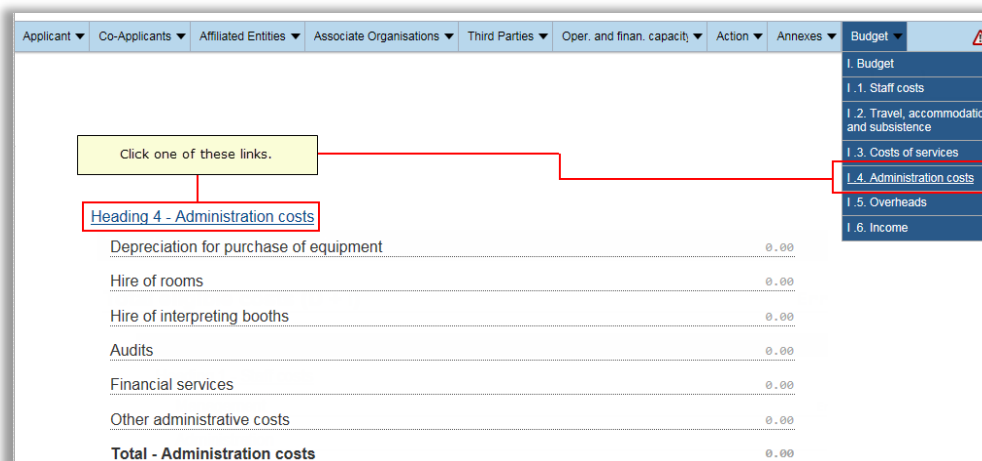
The subtotal and total fields have been calculated by the system.

3. Click the  icon at the end of the row to delete this row, if required.
4. Repeat this procedure for all required **Cost of services**.

5.2.9.4. Filling out the Administration costs page

Follow this procedure to fill out the **Administration costs** page.

1. Click the **Heading 4** link or select the **Administration costs** option from the **Budget** drop-down menu:



Applicant ▼ Co-Applicants ▼ Affiliated Entities ▼ Associate Organisations ▼ Third Parties ▼ Oper. and finan. capacity ▼ Action ▼ Annexes ▼ Budget ▼

Click one of these links.

[Heading 4 - Administration costs](#)


Depreciation for purchase of equipment	0.00
Hire of rooms	0.00
Hire of interpreting booths	0.00
Audits	0.00
Financial services	0.00
Other administrative costs	0.00
Total - Administration costs	0.00

Budget

- 1. Budget
- 1.1. Staff costs
- 1.2. Travel, accommodation and subsistence
- 1.3. Costs of services
- 1.4. Administration costs
- 1.5. Overheads
- 1.6. Income

The **Administration costs** page is displayed:

[Home](#) | [FAQ](#) | [Privacy Statement](#) | [Grants on EUDORA](#) | [Security](#) | [Legal notice](#) | [English \(en\)](#)



EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

SWIM

EUROPA > European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application

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Application form

Application ref. VP/2013/700/0026
 Call for Training session for FIA
 The deadline is on August 31, 2013

In edition (not valid)
[See validations errors](#)

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

< > Save Submit

I.4 ADMINISTRATION COSTS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Depreciation for purchase of equipment

Incurred by	Type of equipment	Estimated depreciation cost
Select one		
Add line		
Total depreciation		0.00

Hire of rooms

Incurred by	Meeting	Number of days	Unit cost per day	Number of rooms	Total
Select one					
Add line					
Total hire of rooms					0.00

Hire of interpreting booths

Incurred by	Meeting	Languages	Number of booths	Number of days	Unit cost per day	Total
Select one						
Add line						
Total Hire of interpreting booths						0.00

Audits

Incurred by	Auditor	Cost	Total
Select one			
Add line			
Total audits			0.00

Financial costs

Incurred by	Nature of costs	Quantity	Unit cost	Total
Select one				
Add line				
Total financial costs				0.00

Other administrative costs

Incurred by	Description	Cost
Select one		
Add line		
Total Other Administrative costs		0.00
Total - Administration costs		0.00

Description:

The **Administration costs** page contains a section for each budget subheading. Each budget subheading section contains a table with a number of columns describing the service. The following columns are common:

Incurred by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation.

Total

Each table contains a single row allowing the declaration of the first administration cost item.

The button **Add new line** is available to add up to 99 rows for each subheading.

Once the maximum number of rows is reached, the button is no longer active and the following message is displayed: **Max. number of lines reached**.

2. **Declare a first administration cost entry by filling out the fields on an available table row.**

In the following example, a few cost entries were defined in each service cost subheading:

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Depreciation for purchase of equipment

Incurred by	Type of equipment	Estimated depreciation cost
ApplOrg	Laptop	500.00
ApplOrg	Beamer	500.00
Total depreciation		1000.00

Add line

Hire of rooms

Incurred by	Meeting	Number of days	Unit cost per day	Number of rooms	Total
ApplOrg	Brussels	2.00	500.00	1.00	1000.00
ApplOrg	Paris	2.00	500.00	1.00	1000.00
Total hire of rooms					2000.00


Add line

Description:

The required organisations were selected from the **Incurred by** drop-down list.

The fields have been filled out.

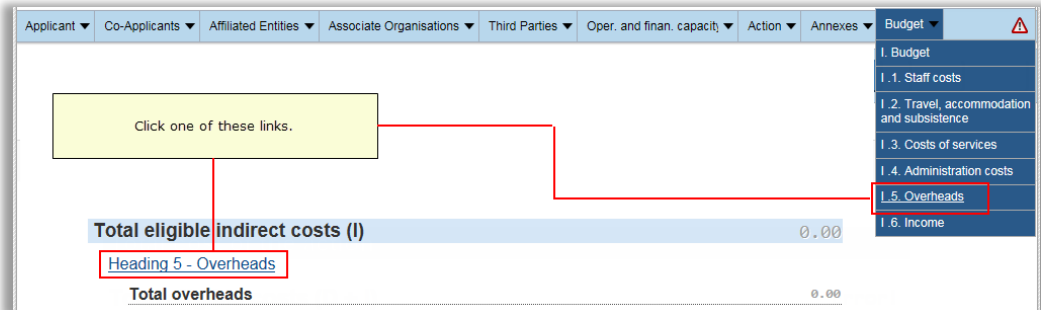
The subtotal and total fields have been calculated by the system.

3. **Click the  icon at the end of the row to delete this row, if required.**
4. **Repeat this procedure for all required *Cost of services*.**

5.2.9.5. Filling out the Overheads page

Follow this procedure to fill out the **Overheads** page.

1. Click the **Heading 5** link or select the **Overheads** option from the **Budget** drop-down menu:



The **Overheads** page is displayed:



Description:

The **Overheads** page contains a single section with a table composed of a number of columns:

Incurring by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation. The applicant and each co-applicant can declare their overheads.

Amount

The table contains a single row allowing the declaration of the first overheads amount. The button **Add new line** is available to add rows, until all applicants and co-applicants are listed. It is not possible to declare more than one overhead line per applicant or co-applicant.

2. Declare the required overhead entries.

In the following example, a few overhead rows were defined:

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

Grant application form

Application ref. VP/2015/750/0001
Operating grants
The deadline is on April 30, 2015

Editing (not valid)
[See validations errors](#)

Applicant ▼ Co-Applicants ▼ Affiliated Entities ▼ Associate Organisations ▼ Third Parties ▼ Oper. and finan. capacity ▼ Action ▼ Annexes ▼ Budget ▼

< > Save Submit

I.5 OVERHEADS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Applicants overheads

Incurred by	Amount
AppOrg	3000.00
First Co-Applicant	2800.00
Add line	
Total	5800.00

Overheads associated with the operation are limited to a maximum flat-rate of 7% of the total eligible direct costs. Taking account of the figures already filled in for the previous items, the maximum eligible amount is

The system calculates the total overhead amount.

The declared overhead amount (5800) will be acceptable, as it does not exceed the calculated maximum amount (5886.30), which is 7% of the total eligible cost.
(84090.00 x 7% = 5886.30)

Description:

The required organisations were selected from the **Incurred by** drop-down list.

The **Amount** field has been filled out for each selected organisation.

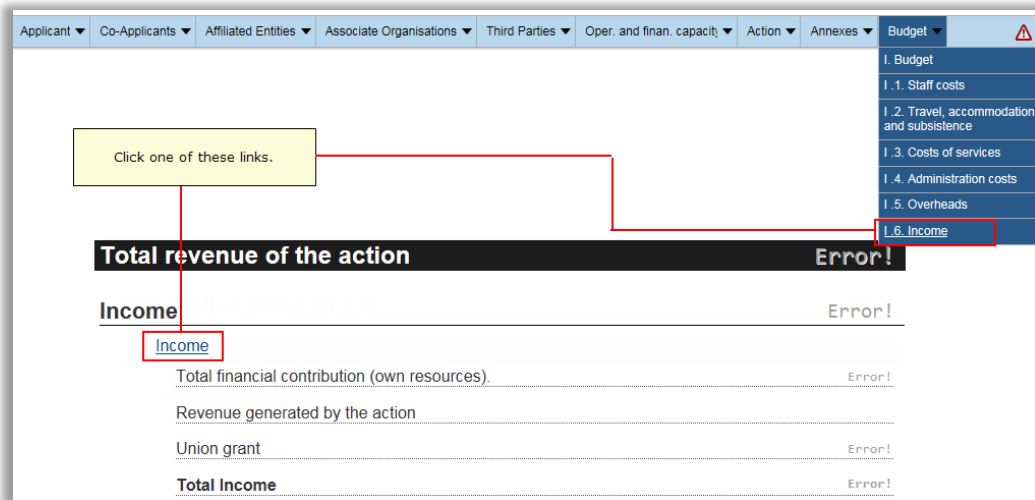
The total field has been calculated by the system.

3. Click the icon at the end of the row to delete this row, if required.

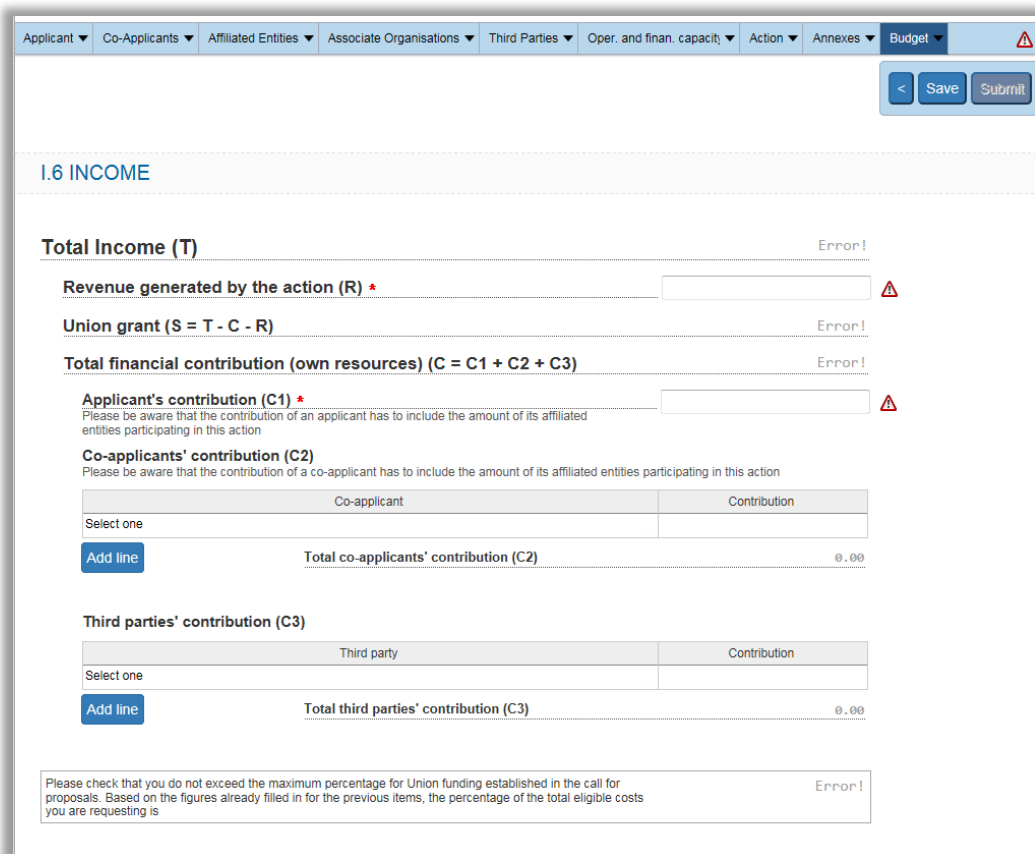
5.2.9.6. Filling out the *Income* page

Follow this procedure to fill out the **Income** page.

1. Click the **Income** link or select the **Income** option from the **Budget** drop-down menu:



The **Income** page is displayed:



Description:

The **Income** page contains one field and two tables allowing to list contributions in cash:

Applicant's contribution: Fill in the applicant's contribution in cash.

Table listing the co-applicants' contribution: This table allows declaring the contribution in cash for each co-applicant. You can only define a single row for each co-applicant.

Table listing the third parties' contribution: This table allows declaring the name and the contribution in cash for up to 99 third parties.

The **Total contribution in cash** field contains the calculated total of the three income sources listed above.

The **Income** page contains also the following fields:

Revenue generated by the action: Fill in expected amount of revenue generated by the action. This amount will be deducted from the calculated Union grant.

Union grant: The system calculates the amount of the union grant based on the total income, contribution in cash and revenue generated by the action.

Total Income: The system copies the amount of the total eligible costs in this field.

2. Fill out the fields as required.

In the following example, the **Income** page has been completed:

I.6 INCOME

Total Income (T) 89976.30

Revenue generated by the action (R) * 1000.00

Union grant (S = T - C - R) 66976.30

Total contribution in cash (C = C1 + C2 + C3) 22000.00

Applicant's contribution (C1) * 10000.00
Please, be aware that the contribution of an applicant has to include the amount of its affiliated entities participating in this action

Co-applicants' contribution (C2)
Please, be aware that the contribution of a co-applicant has to include the amount of its affiliated entities participating in this action

Co-applicant	Contribution
First Co-Applicant	5000.00
Second Co-Applicant	2000.00
Total co-applicants' contribution (C2)	7000.00

Third parties contribution (C3)

Name of co-financer third party	Contribution
Belgian Federal Government	2500.00
Brussels Regional Government	2500.00
Total Third parties contribution (C3)	5000.00

Please check that you do not exceed the maximum percentage for Union funding established in the call for proposals. Based on the figures already filled in for the previous items, the percentage of the total eligible costs you are requesting is **74.44**

The arrows indicate how the system calculates the amounts and values:

Red arrows: Total contribution in cash = Applicant contribution + Total co-applicants' contribution + Total third parties contribution =

$$10000.00 + 7000.00 + 5000.00 = 22000.00$$

Blue arrows: Union Grant = Total Income – Contribution in cash – Revenue generated by the action =


$$89976.30 - 22000 - 1000 = 66976.30$$

Green arrows: Co-financing percentage = Union grant / Total income =

$$66976.30 / 89976.30 = 74.44\%$$

3. Check that the maximum percentage for Union funding is not exceeded.

This maximum percentage is defined in each call for proposals separately.

4. Click the  icon at the end of the row to delete this row, if required.
5. Regularly click the **Save** button at the top of the screen.

5.3. Obtaining a printable version of a grant application

A printable version of a grant application can be obtained for grant applications with any status indication.

For grant applications with [Not submitted status](#), you have to click the link the **Generate PDF** link at the top of the application form:



The generated PDF will contain the NOT VALID watermark:



For grant applications with [Submitted](#) or [Not granted](#) status, you have to click the **Printable version of your grant application** link on the **Grant application successfully submitted** screen:

The screenshot shows the top navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this is a breadcrumb trail: 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > View grant application'. The user's name 'SMITH, John' is displayed in the top right. A secondary navigation bar contains the text 'Your grant applications and grant agreements | Home page'. The main heading is 'Application submitted successfully'. The body text reads: 'Dear applicant, You submitted your grant application VP/2014/702/0002 on 17/07/2014 11:39:33. Therefore no additions or changes can be made to the electronic version of your application.. You can click the following link to view the printable version (which will no longer show any "not valid" watermark)..'. A red box highlights the link 'Printable version of your application', and a yellow button labeled 'Click' is positioned to its right, with a red line connecting them.

The generated PDF will be displayed:

The PDF document features the European Commission logo and the text 'EUROPEAN COMMISSION DG Employment, Social Affairs and Inclusion'. Below this, it lists 'Directorate name' and 'Unit name'. A table contains the following information:

Call for proposals:	Improving social integration
Reference:	VP/2014/702
Budget Heading:	04.03 02 01

At the bottom of the page, it reads 'GRANT APPLICATION FORM' and 'Application reference: **VP/2014/702/0002**'.

For grant applications with [Not submitted in time](#) or [Archived](#) status you have to click the **Printable version of your application** link on the **Application not submitted** screen:

The screenshot shows the 'Application not submitted' page in the SWIM system. At the top, there is a navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > View grant application'. The page title is 'Application not submitted'. The main content area contains the following text:

Dear applicant,
The last possible date for the submission of proposals for call for proposals VP/2014/701 was July 16, 2014.
Therefore you can no longer make changes or additions to your application.
Because you did not click the "Submit" button (or the button did not work properly due to a technical error) the electronic version of your application was **NOT submitted**.
You can click the following link to open a printable version of the data you have entered.
[Printable version of application VP/2014/701/0001](#)
Archive application Be aware that your application will be removed the 19/09/2014, UNLESS you click the "Archive application" button.

The generated PDF will contain the **NOT VALID** watermark:

The screenshot shows a PDF document titled 'GRANT APPLICATION FORM'. At the top left, there is the European Commission logo and the text 'EUROPEAN COMMISSION DG Employment, Social Affairs and Inclusion'. Below this, there are fields for 'Directorate name' and 'Unit name'. A table contains the following information:

Call for proposals:	Improving working conditions
Reference:	VP/2014/701
Budget Heading:	04.03 02 01

The main title of the form is 'GRANT APPLICATION FORM' and the application reference is 'VP/2014/701/0001'. Below this, the text reads 'Form incomplete' in red. The following text explains the status: 'This form has not yet been filled out completely and can therefore not be submitted. To finalise the form, you must:'

1. fill in all the mandatory fields (marked with an *)
2. verify that there are no validation errors
3. click on the "Submit" / "Done" button

Once you performed these actions, you will be able to print the finished form. The watermark "NOT VALID" will then have disappeared.

For grant applications with [Archived status](#), you have to click the **Printable version of your grant application** link on the **Grant application not submitted** screen:

The screenshot shows the top navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and English (en). The main header features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this is a breadcrumb trail: 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > View grant application'. The user's name 'SMITH, John' is displayed in the top right. The page title is 'Your grant applications and grant agreements | Home page'. The main content area is titled 'Application not submitted'. It contains a message to the applicant stating that the last possible date for submission was July 16, 2014, and that the application was not submitted due to a technical error. A link to the 'Printable version of application VP/2014/701/0003' is provided, with a 'Click' button next to it. A red box highlights the link, and a red arrow points from the text 'Printable version of application VP/2014/701/0003' to the 'Click' button. The message concludes with 'You have requested to archive your application. Your data will not be removed.'

The generated PDF will contain the **NOT VALID** watermark:

The screenshot shows a 'GRANT APPLICATION FORM' with a large, diagonal 'NOT VALID' watermark. The form header includes the European Commission logo and the text 'EUROPEAN COMMISSION DG Employment, Social Affairs and Inclusion'. Below this, there are fields for 'Directorate name' and 'Unit name'. A table provides details about the call for proposals: 'Improving working conditions', with reference 'VP/2014/701' and budget heading '04.03 02 01'. The main title is 'GRANT APPLICATION FORM' and the application reference is 'VP/2014/701/0003'. A red heading 'Form incomplete' is followed by a message: 'This form has not yet been filled out completely and can therefore not be submitted.' Below this, a list of instructions for finalising the form is provided: 1. fill in all the mandatory fields (marked with an *), 2. verify that there are no validation errors, and 3. click on the 'Submit' / 'Done' button. The final note states: 'Once you performed these actions, you will be able to print the finished form. The watermark "NOT VALID" will then have disappeared.'

5.4. Deleting a grant application

A grant application can be deleted, if it has the [Not submitted](#) status. Follow this procedure to delete such a grant application:

1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of *Your grant applications and grant agreements* is displayed:



Note: If the grant application you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

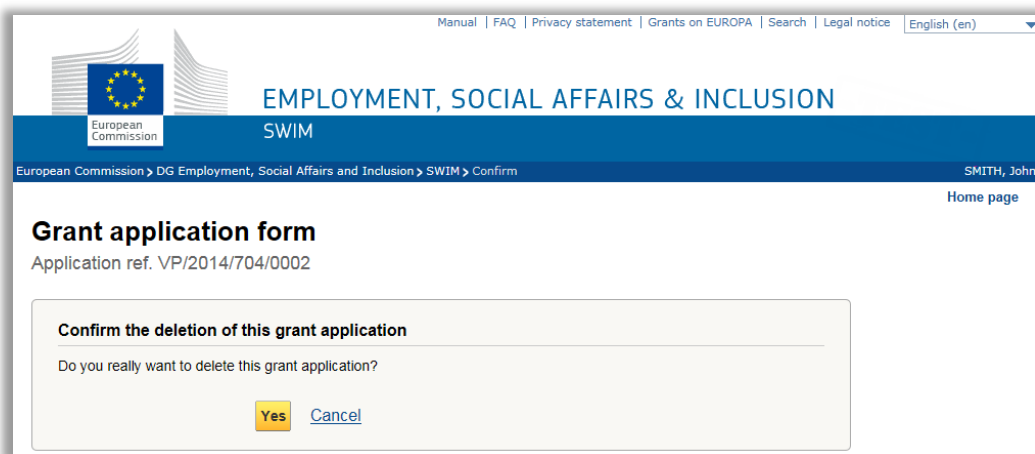
2. Click the title link of the grant application you want to delete.

The grant application form is displayed:



3. Click the link *Delete grant application*.

The following confirmation screen is displayed:



4. Click the **Yes** button to confirm the deletion of the grant application.

5.5. Archiving a grant application

A grant application can be archived, if it has the [Not submitted in time](#) status. If you archive such an application, the data you entered will not be deleted from the SWIM system, so that you may use it for future reference. If you do not archive an application, it will be removed from the SWIM system three months after the submission deadline.

Attention!

Once an application has been removed from the SWIM system, it is impossible to retrieve its data!

You are reminded of an application not submitted in time by means of an e-mail message in the following format:

Dear applicant,

You have created an application under the call for proposals VP/2014/701. Your application reference is VP/2014/701/0001.

The call VP/2014/701 is now closed, but you did not submit your application.

You have read-only access to your application until 11/09/2014, after which date the application and all associated data will be automatically erased, unless you log in to SWIM and request otherwise.

This is an automatically generated e-mail message - please do not reply, your message will not be read.

Follow this procedure to archive a grant application:

1. **Access the list of your grant applications and grant agreements.**

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission
EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
 SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements SMITH, John

Current calls for proposals | Home page

Your grant applications and grant agreements

GRANT APPLICATIONS

 **[Application title has not yet been entered]**
 Improving working skills
Not submitted

VP/2014/704/0002
 Deadline 6 days from now
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

 **Our second project for improving social integration**
 Improving social integration
Submitted

VP/2014/702/0002
 Deadline 6 days from now
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

 **Our first project for improving social integration**
 Improving social integration
Submitted

VP/2014/702/0001
 Deadline 6 days from now
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

[Show 3 outdated applications](#)

As an application that was not submitted on time can never result in a grant agreement, it is considered an **outdated application**.

2. Click the link **Show outdated applications**.

The outdated applications are added to the list of grant applications:


European Commission
EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
 SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements SMITH, John

Current calls for proposals | Home page

Your grant applications and grant agreements

GRANT APPLICATIONS

 **[Application title has not yet been entered]**
 Improving working skills
Not submitted


VP/2014/704/0002
 Deadline 6 days from now
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

 **Our second project for improving social integration**
 Improving social integration
Submitted

VP/2014/702/0002
 Deadline 6 days from now
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

 **Our first project to improve working conditions**
 Improving working conditions
Not submitted in time

VP/2014/701/0001
 Deadline 1 week ago
 July 16, 2014 at 23:59 CET

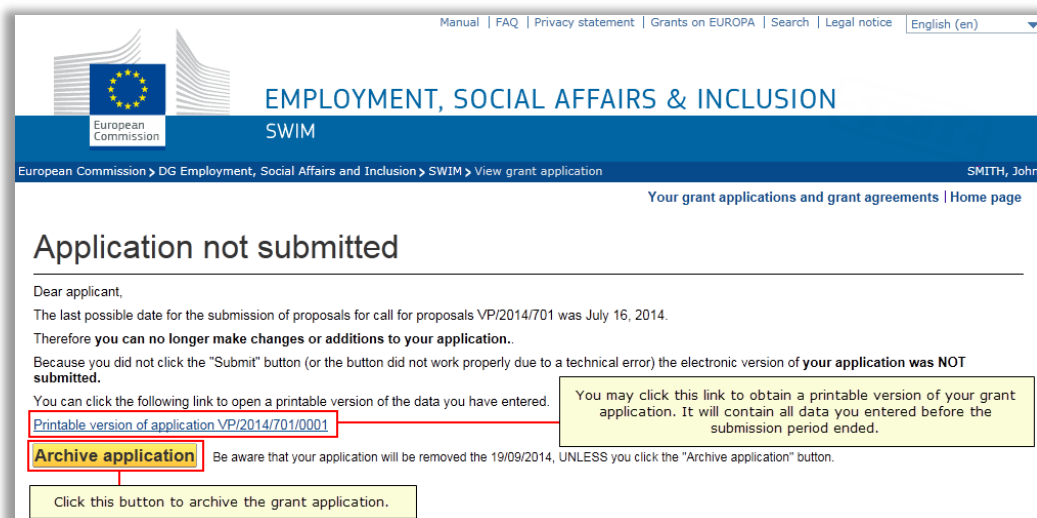
Editors: You are the only editor of this application | [Manage editors](#)

Click the title link matching the grant application you want to archive.

The submission deadline is in the past.

3. Click the title link of the grant application you want to archive.

The **Grant application not submitted** screen is displayed:



4. Click the button **Archive application**.

The following message is displayed:

You have requested to archive. Your data will not be removed.

As a result, you will still be able to access this follow-up screen and click the link ***Printable version...*** for future reference.

6. WORKING WITH YOUR GRANT AGREEMENTS

You can only perform actions to the grant agreements that are assigned to your EU Login account, i.e. for which you are an editor. You access your grant agreements from the list of **Your grant applications and grant agreements**. Refer to [Accessing the list of your grant applications and grant agreements](#).

The **Grants agreements** section in the list of **Your grant applications and grant agreements** may look as follows:

The screenshot displays the SWIM (System for Work Incentives Monitoring) interface. At the top, it features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this is a breadcrumb trail: 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The user's name 'SMITH, John' is visible in the top right corner. A link for 'Current calls for proposals | Home page' is also present.

The main heading is 'Your grant applications and grant agreements'. Underneath, there are two sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'.

GRANT APPLICATIONS

- [Application title has not yet been entered]**
Improving working skills
Not submitted
Editors: You are the only editor of this application | Manage editors
ID: VP/2014/704/0002
Deadline 6 days from now July 31, 2014 at 23:59 CET
- Our second project for improving social integration**
Improving social integration
Submitted
Editors: You are the only editor of this application | Manage editors
ID: VP/2014/702/0002
Deadline 6 days from now July 31, 2014 at 23:59 CET
- Our first project for improving social integration**
Improving social integration
Submitted
Editors: You are the only editor of this application | Manage editors
ID: VP/2014/702/0001
Deadline 6 days from now July 31, 2014 at 23:59 CET

[Show 3 outdated applications](#)

GRANT AGREEMENTS

This screenshot was made in August 2014.

- Our fifth project for improving working conditions**
Improving working conditions
Granted
Editors: You are the only editor of this grant agreement | Manage editors
ID: VP/2014/701/0005
Action closing date December 31, 2014
As the action closing date is in the future, the follow-up of these grant agreements is not yet complete.
- Our second project to improve working conditions**
Improving working conditions
Granted
Editors: You are the only editor of this grant agreement | Manage editors
ID: VP/2014/701/0002
Action closing date December 31, 2014
- The right to collective bargaining for public safety workers**
INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE
Granted
Editors: You are the only editor of this grant agreement | Manage editors
ID: VP/2011/001/0036
Action closing date June 30, 2012
As the action closing date is in the (distant) past, the follow-up of this grant agreement is (probably) complete.

Click the title link to display the **Grant agreement follow-up** screen. Once you have accessed that screen, you may be able to perform one or more of the following actions, depending on the current status of the grant agreement:

[Creating and submitting amendment requests](#)

[Creating and submitting further pre-financing / interim payment requests](#)

[Filling out and submitting the final technical implementation report](#)

[Filling out and submitting an annual report](#)

[Creating and submitting the final financial statement](#)

6.1. Creating and submitting amendment requests

Beneficiaries use SWIM to create and submit amendment requests to a signed grant agreement. The following amendment request types are available:

[Budget amendment requests](#)

[Participants amendment requests](#)

[Combined budget and participants amendment requests](#)

Refer to the sections below for a detailed description.

Note:

Other types of amendment to your grant agreement, such as the extension of the duration, change of information related to the coordinator (legal entity, bank account, legal representative) cannot be requested in the current version of SWIM. Such amendment requests must be addressed directly to the European Commission. Refer to the contact details listed in article **1.6.2 Communication details of the Commission** of your grant agreement.


6.1.1. Creating and submitting a budget amendment request

Follow this procedure to create a budget amendment request:

1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).




The **List of your grant applications and grant agreements** is displayed:


EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
 SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements SMITH, John
Current calls for proposals | Home page




Your grant applications and grant agreements

GRANT APPLICATIONS

 [Application title has not yet been entered] <i>Improving working skills</i> <small>Not submitted</small>	VP/2014/704/0002 <small>Deadline 6 days from now July 31, 2014 at 23:59 CET</small>
<small>Editors: You are the only editor of this application Manage editors</small>	
 Our second project for improving social integration <i>Improving social integration</i> <small>Submitted</small>	VP/2014/702/0002 <small>Deadline 8 days from now July 31, 2014 at 23:59 CET</small>
<small>Editors: You are the only editor of this application Manage editors</small>	
 Our first project for improving social integration <i>Improving social integration</i> <small>Submitted</small>	VP/2014/702/0001 <small>Deadline 6 days from now July 31, 2014 at 23:59 CET</small>
<small>Editors: You are the only editor of this application Manage editors</small>	

[Show 3 outdated applications](#)


GRANT AGREEMENTS

 Our fifth project for improving working conditions <i>Improving working conditions</i> <small>Granted</small>	<input type="button" value="Click"/>	VP/2014/701/0005 <small>Action closing date December 31, 2014</small>
<small>Editors: You are the only editor of this grant agreement Manage editors</small>		
 Our second project to improve working conditions <i>Improving working conditions</i> <small>Granted</small>		VP/2014/701/0002 <small>Action closing date December 31, 2014</small>
<small>Editors: You are the only editor of this grant agreement Manage editors</small>		
 The right to collective bargaining for public safety workers <i>INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE</i> <small>Granted</small>		VP/2011/001/0036 <small>Action closing date June 30, 2012</small>
<small>Editors: You are the only editor of this grant agreement Manage editors</small>		

Note: If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. Click the title link matching the required grant agreement.

The **Grant agreement follow-up** page is displayed:



EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page
SMITH, John

[Your grant applications and grant agreements](#) | [Home page](#)

Grant agreement follow-up page

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286
 Our fifth project for improving working conditions
 From Aug 1, 2014 To Dec 31, 2014


The sections below provide access to the actions available during the life-cycle of the grant agreement.
 The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.

Technical and financial reports

Technical implementation reports

The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period.
 You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed.

Final technical implementation report [Edit](#)



Invalid draft report

Further pre-financing/interim payment requests

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance.
 This financial statement will automatically contain the information of the last version of the accepted estimated budget. The beneficiary has to verify all actual costs of the action adding those missing and removing or adapting the estimations.

Grant agreement documents

This section contains the options pertaining to the financial follow-up of your grant agreement. Only the options that are relevant in the current state of your grant agreement are active. Documents generated by means of these options must be printed, signed and sent by registered post to the European Commission.

- Original submitted grant application form [View PDF](#)
- The last accepted version of the estimated budget [View PDF](#)

Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

New request

[Click here to create a new budget amendment request.](#)

3. Click the title *New request* button in the *Amendment Requests* section.

Note: If the button is not available, one or more of the following preconditions for creating a budget amendment request are not fulfilled:

- There should be no previous amendment request that has not yet been submitted.
- There should be no previous amendment request for which the revision has not been finalized (accepted or rejected).
- The action closing date must be more than one month in the future OR the Commission has allowed the late introduction of a budgetary amendment.

If you are the only beneficiary of your grant agreement, the page **Request for budget amendment** is displayed. You can then go immediately to step 5 below.

If your grant agreement has at least one co-beneficiary, the page **Select amendment type** is displayed:

4. Select the **Budget amendment** check box and click the **New Request** button.

5. The **Request for budget amendment** page is displayed:

6. Enter the reasons for the amendment request and select the **Budget** main heading.

The budget overview page is displayed:

Request for budget amendment

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286

Our fifth project for improving working conditions
From Aug 1, 2014 To Dec 31, 2014

Editing Valid

Reasons Budget

< > Save Submit

B BUDGET

Total cost of the action 21935.00

Total eligible costs (D + I) 21935.00

Total eligible direct costs (D) 20500.00

Heading 1 - Staff costs

Management	9500.00
Administration	0.00
Secretariat	500.00
Accounting	0.00
Other staff	0.00
Total - Staff costs	10000.00

Heading 2 - Travel, accommodation and subsistence allowances

Travel	2000.00
Subsistence allowances (accommodation, meals, etc.)	2000.00
Total - Travel, accommodation and subsistence allowances	4000.00

Heading 3 - Costs of services

Information dissemination	1000.00
Translations	0.00
Reproductions and publications	1500.00
Specific evaluation	0.00
Interpretations	0.00
External expertise	0.00
Other services	0.00
Total - Costs of services	2500.00

Heading 4 - Administration costs

Depreciation for purchase of equipment	0.00
Hire of rooms	4000.00
Hire of interpreting booths	0.00
Audits	0.00
Financial services	0.00
Other administrative costs	0.00
Total - Administration costs	4000.00

Total eligible indirect costs (I) 1435.00

Heading 5 - Overheads

Total overheads	1435.00
------------------------	----------------

Total revenue of the action 21935.00

Income 21935.00

Income

Total contribution in cash	5000.00
Revenue generated by the action	0.00
Union Grant	16935.00
Total Income	21935.00

It contains the following amounts:

If this is the first request for budget modification, the amounts match the ones from the initial accepted budget, as defined in the original grant agreement.

If you have already defined requests for budget modification, the amounts match the ones from the most recent request, whether this request was accepted or rejected.

7. Edit the budget as explained in the [budget section](#) and enter comments justifying the amendments.

Please be sure not to increase the amounts, in such a way that the Union grant exceeds the value or percentage approved in the original grant agreement. The purpose of defining a budget amendment is to move the amounts to other categories without increasing the approved Union grant amount.

In the following example, costs were moved from the **Staff costs** to **Cost of services** main budget heading:

B.1 STAFF COSTS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Management/Coordination (transnational and national)

Incurring by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total	Comment
TUC	John SMITH	TUC - director	perm	500.00	2.00	1000.00	Reduced by 1000
AMED	Mary JONES	AMED - coordinator	perm	450.00	10.00	4500.00	
UCATT	Tim BURNS	UCATT - participant	perm	300.00	0.00	0.00	
Total cost of Management/Coordination							5500.00

B.3 COSTS OF SERVICES

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Information dissemination

Incurring by	Nature of costs	Quantity	Unit cost	Total	Comment
TUC	Information dissemination	250.00	2.00	500.00	
UCATT	Information dissemination	250.00	2.00	500.00	
TUC	Additional line	250.00	4.00	1000.00	Increased by 1000
Total information dissemination					2000.00

As indicated above, you are encouraged to enter comments next to the modified line explaining the changes.

8. Regularly save your request by clicking the *Save* button on the navigation bar.


The budget amendment request is saved by the system (but not yet submitted).

9. You may click the link *Back to grant follow-up page*, if you want to continue your work at a later moment.

The **Grant agreement follow-up screen** will again be displayed. The budget amendment request is displayed as follows in the **Amendment requests** section:

Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

Budget amendment request [Edit](#) [Delete](#)  Editable

You may edit or delete the amendment request, as long as it is not submitted.

10. Click the *Edit* link to return to the *Request for budget amendment* screen.

You may again edit the amounts.

11. Click the *Submit* button in the navigation bar, once you have performed all required changes to the budget:


The following confirmation message is displayed:

12. Click the **Submit** button.

The **Grant agreement follow-up** page is again displayed. The budgetary amendment is now displayed as follows:

Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

Jul, 2014
25 Budget amendment request [View PDF](#) 

Submission date

Click one of these links to open the request in PDF format.

13. Click the **View PDF** link or click the **Submitted** icon and print the request.

The first page of the PDF file looks as follows:

 European Commission | EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion

Directorate name
Unit name

Call for proposals: **Improving working conditions**
Reference: **VP/2014/701**
Budget Heading: **04.03 02 01**

REQUEST FOR BUDGET AMENDMENT
Application reference: **VP/2014/701/0005**
Agreement referent: **VS/2014/0286**
SI2.679138

14. Fill out and sign the **Certification** section:

Certification

I, the undersigned, authorised to represent the beneficiary, certify that:

- the financial documents submitted to the Commission comply with the financial provisions of the agreement,
- the costs declared are the actual costs
- all receipts have been declared.

Name, first name:

Title or position in the organisation:

Date:

Signature and official stamp of beneficiary:


The request is to be annexed to a request letter signed by the legal representative of the applicant organisation. These documents must be sent by post to the responsible Unit at the European Commission, as specified in the grant agreement.

The Commission may accept without revision, accept with revision or reject the budget amendment request:

If the budget amendment request is accepted without revision, the Commission accepts the modified budget without the creation of an amendment to the original grant agreement. The mention **Accepted** will appear next to the request:

Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)


Jul, 2014
25 Budget amendment request [View PDF](#) 

New request You may click this button to create a new amendment request.

If the budget amendment request is accepted with revision, the Commission revises and then accepts the modified budget (with or without revising the amounts) and creates an amendment to the original grant agreement. This amendment will be sent to the beneficiary in order to be signed. Once the amendment has been signed by both parties, the mention **Accepted** will appear next to request:

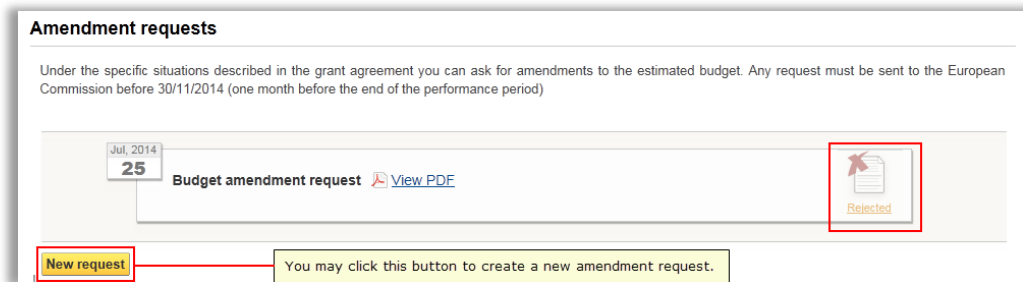
Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

Jul, 2014
25 Budget amendment request [View PDF](#) 

New request You may click this button to create a new amendment request.

If the budget amendment request is rejected, the mention **Rejected** will appear next to the request:



If you decide to create a new request, the starting values will match the ones from the rejected request.

6.1.2. *Creating and submitting a participants amendment request*

Note: Creating and submitting a participants amendment request only applies to grant agreements with at least one co-beneficiary. Possible participant amendments include:


- Changing the definition fields (address, phone number, etc.) of current co-applicants and/or affiliated entities;
- Marking the end date of participation in the action of current co-applicants and/or affiliated entities;
- Adding new co-applicants and/or affiliated entities and their start date of participation in the action.

Follow this procedure to create and submit a participants amendment request:

1. **Access the list of your grant applications and grant agreements.**

Refer to [Accessing the list of your grant applications and grant agreements](#).

The **List of your grant applications and grant agreements** is displayed:





EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
 SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements SMITH, John

[Current calls for proposals](#) | [Home page](#)




Your grant applications and grant agreements

GRANT APPLICATIONS

 [Application title has not yet been entered] <i>Improving working skills</i> <small>Not submitted</small>	VP/2014/704/0002 <small>Deadline 6 days from now July 31, 2014 at 23:59 CET</small>
Editors: You are the only editor of this application Manage editors	
 Our second project for improving social integration <i>Improving social integration</i> <small>Submitted</small>	VP/2014/702/0002 <small>Deadline 8 days from now July 31, 2014 at 23:59 CET</small>
Editors: You are the only editor of this application Manage editors	
 Our first project for improving social integration <i>Improving social integration</i> <small>Submitted</small>	VP/2014/702/0001 <small>Deadline 6 days from now July 31, 2014 at 23:59 CET</small>
Editors: You are the only editor of this application Manage editors	

[Show 3 outdated applications](#)

GRANT AGREEMENTS

 Our fifth project for improving working conditions <i>Improving working conditions</i> <small>Granted</small>	<input type="button" value="Click"/>	VP/2014/701/0005 <small>Action closing date December 31, 2014</small>
Editors: You are the only editor of this grant agreement Manage editors		
 Our second project to improve working conditions <i>Improving working conditions</i> <small>Granted</small>		VP/2014/701/0002 <small>Action closing date December 31, 2014</small>
Editors: You are the only editor of this grant agreement Manage editors		
 The right to collective bargaining for public safety workers <i>INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE</i> <small>Granted</small>		VP/2011/001/0036 <small>Action closing date June 30, 2012</small>
Editors: You are the only editor of this grant agreement Manage editors		

Note: If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. Click the title link matching the required grant agreement.

The **Grant agreement follow-up** page is displayed:

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page SMITH, John

Your grant applications and grant agreements | Home page

Grant agreement follow-up page

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286
Our fifth project for improving working conditions
From Aug 1, 2014 To Dec 31, 2014

The sections below provide access to the actions available during the life-cycle of the grant agreement.
The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.

Technical and financial reports

Technical implementation reports

The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period.
You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed.

Final technical implementation report [Edit](#)

Invalid draft report

Further pre-financing/interim payment requests

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance.
This financial statement will automatically contain the information of the last version of the accepted estimated budget. The beneficiary has to verify all actual costs of the action adding those missing and removing or adapting the estimations.

Grant agreement documents

This section contains the options pertaining to the financial follow-up of your grant agreement. Only the options that are relevant in the current state of your grant agreement are active. Documents generated by means of these options must be printed, signed and sent by registered post to the European Commission.

- Original submitted grant application form [View PDF](#)
- The last accepted version of the estimated budget [View PDF](#)

Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

New request [Click here to create a new participants amendment request.](#)

3. Click the title *New request* button in the *Amendment Requests* section.

Note: If the button is not available, one or more of the following preconditions for creating a participants amendment request are not fulfilled:

There should be no previous amendment request that has not yet been submitted.

There should be no previous amendment request for which the revision has not been finalized (accepted or rejected).

The action closing date must be more than one month in the future OR the Commission has allowed the late introduction of an amendment request.

The *Select amendment type* page is displayed:

4. Select the *Participants amendment* check box and click the *New Request* button. The *Request for participants amendment* page is displayed:

5. Enter the reasons for the amendment request and select the *Co-Applicants* main heading, if you need to amend the co-applicants involved in the action.

The **Co-Applications involved in the action** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Request for participants amendment

SMITH, John

Back to grant agreement follow-up page | Generate PDF | Home page

Request for participants amendment

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286
Our fifth project for improving working conditions
From Aug 1, 2014 To Dec 31, 2014

Editing Valid

Reasons ▾ Co-Applicants ▾ Affiliated Entities ▾

Save Submit

B CO-APPLICANTS INVOLVED IN THE ACTION

A co-applicant is any organisation with legal personality which is actively involved in the implementation of the action and which declares costs. Co-applicants must comply with the eligibility and selection criteria as set out in the call for proposals. Note that public entities without an independent legal personality (ex. most national, regional, local authorities, ministries, some public universities) must be indicated as departments of the applicant/co-applicant which must be the authority with the legal personality (ex. country, region).

B.1 Co-Applicants

Click this icon to expand the definition of the matching co-applicant

Click this link, if you need to edit the definition of this co-applicant.

Click this link, if you need to indicate an end date of participation

ASOCIATION FOR MANAGEMENT EDUCATION AND DEVELOPMENT LBG [Edit](#) [End participation](#)

UNION OF CONSTRUCTION ALLIED TRADESAND TECHNICIANS TRADE UNION [Edit](#) [End participation](#)

[Add a new co-applicant](#) Click this button if you need to add a new co-applicant that will be involved in the action.

6. Click the **Edit** link and perform the required changes to definition of an existing co-applicant.

The definition fields belonging to the selected co-applicant are displayed in edit mode:

ASOCIATION FOR MANAGEMENT EDUCATION AND DEVELOPMENT LBG [Edit](#) [End participation](#)

ASSOCIATION FOR MANAGEMENT EDUCATION AND DEVELOPMENT LBG [End participation](#)

1 / B.1.1 Name of the organisation * ASSOCIATION FOR MANAGEMENT EDUCATION AND DEVEL
Max. 250 characters.

1 / B.1.2 Abbreviation AMED
Attention: please check carefully the text of the call to ensure your organisation is within the eligible type of organisation for this specific call.

1 / B.1.3 Departments
Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities).
Separate the "Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities). Separate the names with a comma.

1 / B.1.4 Type of organisation * Private Law Body/Non-profit/International/Employers' Organisation
Enter the abbreviation of the name of your organisation. Max. 50 characters.

1 / B.1.5 Address * THE BROADWAY 34
Max. 100 characters.

1 / B.1.6 Postal code * PE27 5BN
Max. 15 characters.

1 / B.1.7 City * ST IVES HUNTINGDON
Max. 50 characters. *Truncated*

Edit the definition fields as required.

An overview of all field descriptions can be found in the section [Co-Applicant field descriptions](#).

7. Click the **End participation** link to define the participation end date for an existing co-applicant.

The following dialog is displayed:

8. Click the button **Add a new co-applicant** to define a new co-applicant and the date they start their involvement in the project.

An overview of all field descriptions can be found in the section [Co-Applicant field descriptions](#).

9. Select the ***Affiliated Entities*** main heading, if you need to amend the affiliated entities involved in the action.

The ***Affiliated Entities*** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Request for participants amendment SMITH, John

Back to grant agreement follow-up page | Generate PDF | Home page

Request for participants amendment

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286
Our fifth project for improving working conditions
From Aug 1, 2014 To Dec 31, 2014

Editing Valid

Reasons ▾ Co-Applicants ▾ Affiliated Entities ▾

< > Save Submit

C AFFILIATED ENTITIES

Guidelines for the affiliated entities

C.1 Affiliated Entities

Please, add only the affiliated entities participating in the action

AFFIL 1	Edit	Delete
AFFIL 2	Edit	Delete

Add a new affiliated entity

10. Perform the required changes in a similar way as described for the co-applicants.

An overview of all field descriptions can be found in the section [Affiliated entities field descriptions](#).

11. Regularly save your request by clicking the ***Save*** button on the navigation bar.

The participants amendment request is saved by the system (but not yet submitted).

12. You may click the link ***Back to grant follow-up page***, if you want to continue your work at a later moment.

The ***Grant agreement follow-up screen*** will again be displayed. The participants amendment request is displayed as follows in the ***Amendment requests*** section:

Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

Participants amendment	Edit	Delete
------------------------	------	--------

Editable

You may edit or delete the amendment request, as long as it is not submitted.

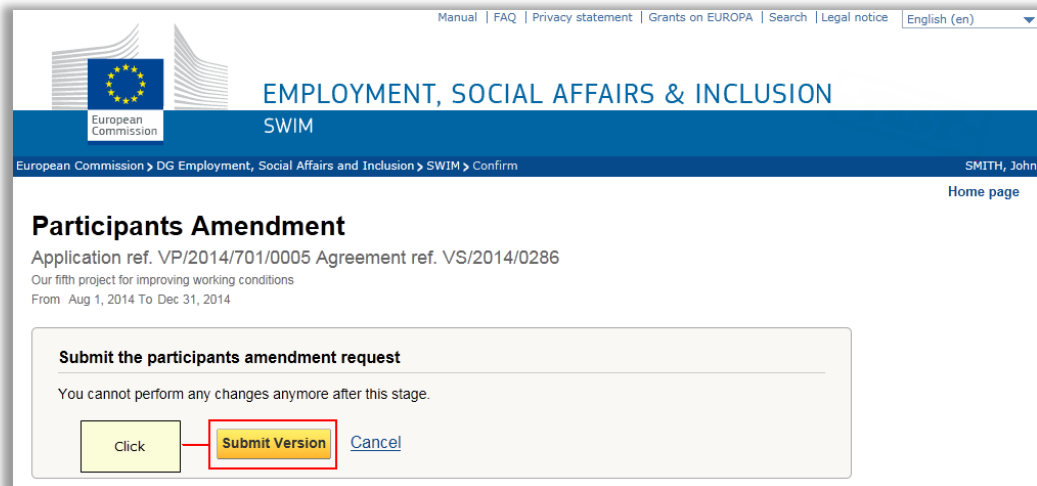
13. Click the ***Edit*** link to return to the ***Request for budget amendment*** screen.

You may perform additional changes.

14. Click the **Submit** button in the navigation bar, once you have performed all required changes to the participants:

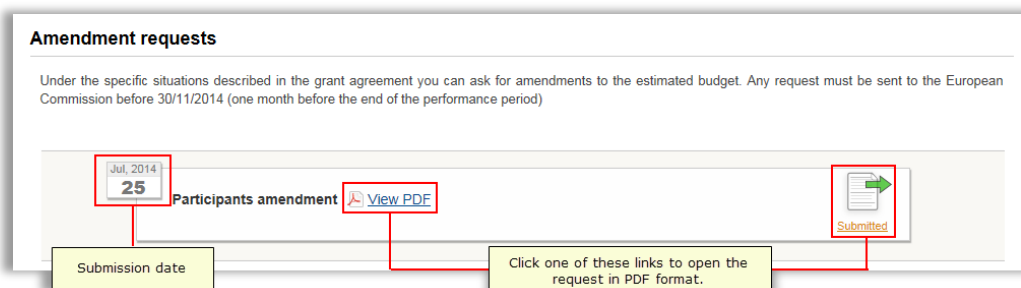


The following confirmation message is displayed:



15. Click the **Submit version** button.

The **Grant agreement follow-up** page is again displayed. The amendment request is now displayed as follows:



16. Click the **View PDF** link or click the **Submitted** icon and print the request.

The first page of the PDF file looks as follows:

European Commission | EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion

Directorate name
Unit name

Call for proposals:	Improving working conditions
Reference:	VP/2014/701
Budget Heading:	04.03 02 01

REQUEST FOR PARTICIPANTS AMENDMENT
Application reference: **VP/2014/701/0005**
Agreement referent: **VS/2014/0286**
SI2.679138

17. Fill out and sign the *Certification* section:

Certification

I, the undersigned, authorised to represent the beneficiary, certify that the information contained in this amendment is correct and complete.

Name, first name:

Title or position in the organisation:

Date:

Signature and official stamp of beneficiary:

The request is to be annexed to a request letter signed by the legal representative of the applicant organisation. These documents must be sent by post to the responsible Unit at the European Commission, as specified in the grant agreement.

The Commission may accept or reject the participants amendment request:


If the amendment request is accepted, the Commission revises and accepts the modifications and creates an amendment to the original grant agreement. This amendment will be sent to the beneficiary in order to be signed. Once the amendment has been signed by both parties, the mention **Accepted** will appear next to request:

Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

Jul, 2014
25

Participants amendment [View PDF](#)



Accepted

New request

You may click this button to create a new amendment request.


If the amendment request is rejected, the mention **Rejected** will appear next to the request:

Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

Jul, 2014
28

Participants amendment [View PDF](#)



Rejected

New request

You may click this button to create a new amendment request.

You will also get an official letter from the Commission explaining why the request was rejected. If you decide to create a new request, the starting values will match the ones from the rejected request.

6.1.3. *Creating and submitting a combined budget and participants amendment request*

Note: Creating and submitting a combined budget and participants amendment request only applies to grant agreements with at least one co-beneficiary.

Follow this procedure to create and submit a combined budget and participants amendment request:

1. **Access the list of your grant applications and grant agreements.**

Refer to [Accessing the list of your grant applications and grant agreements](#).

The **List of your grant applications and grant agreements** is displayed:

The screenshot displays the SWIM (System for Work Incentives Monitoring) portal interface. At the top, the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM' are visible. The breadcrumb trail reads: 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The user 'SMITH, John' is logged in, and there are links for 'Current calls for proposals' and 'Home page'.

Your grant applications and grant agreements

GRANT APPLICATIONS

- [Application title has not yet been entered]**
Improving working skills
Not submitted
Editors: You are the only editor of this application | [Manage editors](#)
VP/2014/704/0002
Deadline 6 days from now
July 31, 2014 at 23:59 CET
- Our second project for improving social integration**
Improving social integration
Submitted
Editors: You are the only editor of this application | [Manage editors](#)
VP/2014/702/0002
Deadline 6 days from now
July 31, 2014 at 23:59 CET
- Our first project for improving social integration**
Improving social integration
Submitted
Editors: You are the only editor of this application | [Manage editors](#)
VP/2014/702/0001
Deadline 6 days from now
July 31, 2014 at 23:59 CET

[Show 3 outdated applications](#)

GRANT AGREEMENTS

- Our fifth project for improving working conditions**
Improving working conditions
Granted
Editors: You are the only editor of this grant agreement | [Manage editors](#)
VP/2014/701/0005
Action closing date
December 31, 2014
[Click](#)
- Our second project to improve working conditions**
Improving working conditions
Granted
Editors: You are the only editor of this grant agreement | [Manage editors](#)
VP/2014/701/0002
Action closing date
December 31, 2014
- The right to collective bargaining for public safety workers**
INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE
Granted
Editors: You are the only editor of this grant agreement | [Manage editors](#)
VP/2011/001/0036
Action closing date
June 30, 2012

Note: If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. Click the title link matching the required grant agreement.

The **Grant agreement follow-up** page is displayed:

3. Click the title **New request** button in the **Amendment Requests** section.

Note: If the button is not available, one or more of the following preconditions for creating an amendment request are not fulfilled:

- There should be no previous amendment request that has not yet been submitted.
- There should be no previous amendment request for which the revision has not been finalized (accepted or rejected).
- The action closing date must be more than one month in the future OR the Commission has allowed the late introduction of a budgetary amendment.

The **Select amendment type** page is displayed:

4. **Select both check boxes and click the *New Request* button.**

The **Request for budget and participants amendment** page is displayed:

5. **Enter the reasons for the amendment request.**

6. **Select the *Co-Applicants* and/or *Affiliated Entities* main heading to define the required changes to the participants.**

Refer to [Creating and submitting a participants amendment request](#) for a detailed description.

7. **Select the *Budget* main heading, if you need to amend the estimated budget.**

Refer to [Creating and submitting a budget amendment request](#) for a detailed description.

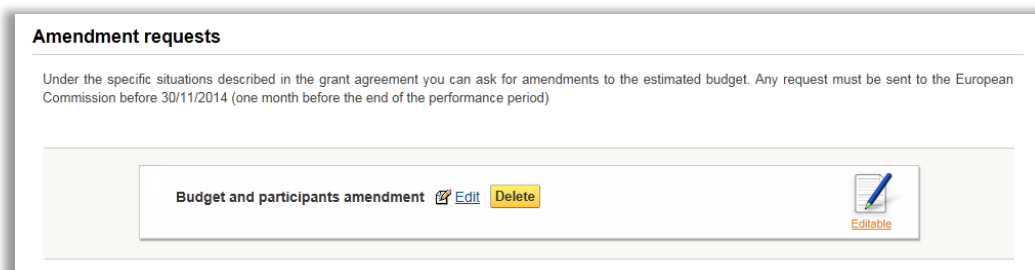
Note: It is advised to edit first the participants and then the budget. In that way, it is already possible to declare costs incurred by these new participants.

8. Regularly save your request by clicking the **Save** button on the navigation bar.

The amendment request is saved by the system (but not yet submitted).

9. You may click the link **Back to grant follow-up page**, if you want to continue your work at a later moment.

The **Grant agreement follow-up screen** will again be displayed. The amendment request is displayed as follows in the **Amendment requests** section:



You may edit or delete the amendment request, as long as it is not submitted.

10. Click the **Edit** link to return to the **Request for budget and participants amendment screen**.

You may perform additional changes.

11. Click the **Submit** button in the navigation bar, once you have performed all required changes:

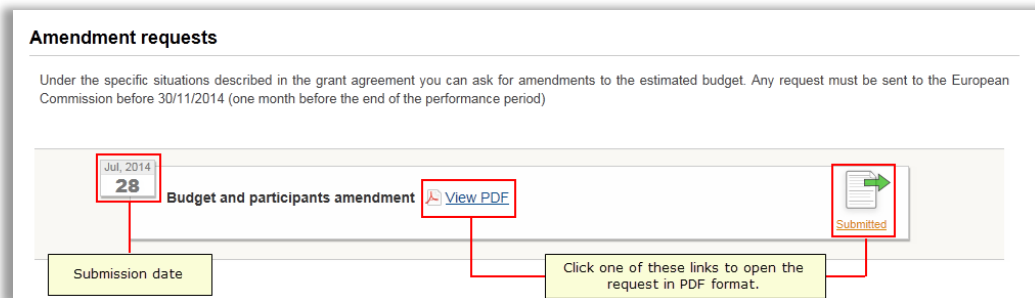


The following confirmation message is displayed:



12. Click the **Submit** button.

The **Grant agreement follow-up** page is again displayed. The budget and participants amendment request is now displayed as follows:



13. Click the **View PDF** link or click the **Submitted** icon and print the request.

The first page of the PDF file looks as follows:

	European Commission	EUROPEAN COMMISSION
	Directorate name	DG Employment, Social Affairs and Inclusion
	Unit name	

Call for proposals:	Improving working conditions
Reference:	VP/2014/701
Budget Heading:	04.03 02 01

REQUEST FOR BUDGET AND PARTICIPANTS AMENDMENT

Application reference: **VP/2014/701/0005**

Agreement referent: **VS/2014/0286**

SI2.679138

14. Fill out and sign the *Certification* section:

Certification

I, the undersigned, authorised to represent the beneficiary, certify that:

- the financial documents submitted to the Commission comply with the financial provisions of the agreement,
- the costs declared are the actual costs
- all receipts have been declared.

Name, first name:

Title or position in the organisation:

Date:

Signature and official stamp of beneficiary:

The request is to be annexed to a request letter signed by the legal representative of the applicant organisation. These documents must be sent by post to the responsible Unit at the European Commission, as specified in the grant agreement.

The Commission may accept or reject the amendment request:

If the amendment request is accepted, the Commission revises and accepts the modifications and creates an amendment to the original grant agreement. This amendment will be sent to the beneficiary in order to be signed. Once the amendment

has been signed by both parties, the mention **Accepted** will appear next to request:

The screenshot shows a web interface titled "Amendment requests". Below the title is a paragraph: "Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)". Below this is a horizontal bar representing a request. On the left, it says "Jul, 2014" and "28". In the middle, it says "Budget and participants amendment" followed by a "View PDF" link. On the right, there is a document icon with a green checkmark and the word "Accepted" below it. Below the bar, there is a yellow box with the text "You may click this button to create a new amendment request." To the left of this box is a "New request" button, which is highlighted with a red box. A red line connects the "New request" button to the yellow box.

If the amendment request is rejected, the mention **Rejected** will appear next to the request:

The screenshot shows the same web interface as above, but the request is rejected. The text "Accepted" is replaced by a document icon with a red 'X' and the word "Rejected" below it. The "New request" button and the yellow box with the text "You may click this button to create a new amendment request." are still present and highlighted with red boxes, with a red line connecting them.

You will also get an official letter from the Commission explaining why the request was rejected. If you decide to create a new request, the starting values will match the ones from the rejected request.

6.2. Creating and submitting a further pre-financing / interim payment request

If the payment arrangements of the grant agreement foresee the possibility of requesting a second pre-financing payment, the beneficiary can request such a payment, if he has used at least 70% of the previous pre-financing instalment paid.

In order to prove that he has already incurred these costs, the beneficiary uses SWIM to create, submit and print a request for further pre-financing / interim payment.

NB: the purpose of having the pre-financing request in SWIM is purely informative for the commission. The commission accepts or rejects the pre-financing request internally and informs the beneficiary via mail. The status of the submitted pre-financing request will remain 'submitted' even if the commission decides to accept it or reject it. The information included in the pre-financing requests will not be copied in the final financial statement.

Follow this procedure to create a request for further pre-financing / interim payment:

1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:

The screenshot displays the SWIM (System for Work Incentives Monitoring) web interface. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and English (en). The main header features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below the header, the breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements', and the user name 'SMITH, John' is visible. The page title is 'Your grant applications and grant agreements', with a link for 'Current calls for proposals' and a 'Home page' link. The content is divided into two sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'. Under 'GRANT APPLICATIONS', there is one entry with the title '[Application title has not yet been entered]' and subtitle 'Improving working skills'. The status is 'Not submitted'. A box on the right indicates 'VP/2014/704/0002' with a deadline of '2 days from now July 31, 2014 at 23:59 CET'. Under 'GRANT AGREEMENTS', there are two entries. The first is 'Green Placement' with subtitle 'PARES: Partnerships between employment services', status 'Granted', and a 'Click' button. A box on the right indicates 'VP/2012/013/0205' with an action closing date of 'June 23, 2015'. The second entry is 'Our second project to improve working conditions' with subtitle 'Improving working conditions', status 'Granted', and a box on the right indicating 'VP/2014/701/0002' with an action closing date of 'December 31, 2014'. Each entry includes an 'Editors' field stating 'You are the only editor of this application/agreement' and a 'Manage editors' link.

Note: If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. Click the title link matching the required grant agreement.

The **Grant agreement follow-up** page is displayed:

Your grant applications and grant agreements | Admin Menu | Home page

Grant agreement follow-up page

Application ref. VP/2014/003/0015 Agreement ref. VS/2014/0354
WIM 2: Workers involvement - Straight to the Challenges
From Dec 1, 2014 To Nov 30, 2016

The sections below provide access to the actions available during the life-cycle of the grant agreement.
The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.

Technical and financial reports

Technical implementation reports

The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period.
You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed.

Final technical implementation report [Edit](#)

Invalid draft report

Supporting documents

Display supporting evidence documents

[Upload/Delete documents](#)

Further pre-financing/interim payment requests

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

[New request](#) Click this button to create a new request for further pre-financing / interim payment

3. Click the **New request** button in the **Further pre-financing/interim payment requests** section.

Note: If the button is not available, the preconditions for creating a pre-financing request are not fulfilled:

- The current date must be more than 45 days after the signature date of the grant agreement.
- The current date must be before the action closing date.
- The Final Financial Statement must not be submitted.

The **Request for pre-financing/interim payment** page is displayed. It contains an empty budget form:

[Back to grant agreement follow-up page](#) | [Generate PDF](#) | [Admin Menu](#) | [Home page](#)

Request for pre-financing/interim payment

Application ref. VP/2014/003/0015 Agreement ref. VS/2014/0354
 WIM 2: Workers involvement - Straight to the Challenges
 From Dec 1, 2014 To Nov 30, 2016

Editing Valid

In order to submit the pre-financing payment request, please download and complete this [progress report template](#) and upload it as a supporting document in the [grant agreement follow-up page](#).

Budget ▾

> Save

A BUDGET

Total cost of the action	0.00
Total eligible costs (D + I)	0.00
Total eligible direct costs (D)	0.00

Heading 1 - Staff costs

Please note the important information at the top of the budget form: “In order to submit the pre-financing payment request, please download and complete this progress report template and upload it as a supporting document in the grant agreement follow-up page.”

4. Click the different **Budget Headings** to declare the costs already incurred in the implementation of the action.
5. Define a value for the **Overheads**, if applicable.
6. Click the **Save** button in the navigation bar.
The request is saved by the system (but not submitted yet).
7. Click the link to the **Progress report template**.

[Back to grant agreement follow-up page](#) | [Generate PDF](#) | [Admin Menu](#) | [Home page](#)

Request for pre-financing/interim payment

Application ref. VP/2014/003/0015 Agreement ref. VS/2014/0354
 WIM 2: Workers involvement - Straight to the Challenges
 From Dec 1, 2014 To Nov 30, 2016

Editing Valid

In order to submit the pre-financing payment request, please download and complete this [progress report template](#) and upload it as a supporting document in the [grant agreement follow-up page](#).

Click

Budget ▾

> Save

A BUDGET

Total cost of the action	0.00
Total eligible costs (D + I)	0.00
Total eligible direct costs (D)	0.00

social/swim/external/protected/budget/downloadProgressReportTemplate.do

The settings of your internet browser will determine if the file containing the *Progress Report template* will be downloaded with or without confirmation and the location of the download.

8. **Fill in the applicable fields in the *Progress Report* in a text editor of your choice (e.g. Microsoft Word).**

Please note that the process of filling in the *Progress Report* is not managed by the SWIM application and data inserted in the *Progress Report* template must be saved regularly.

9. **Once the *Progress Report* is filled in and validated, click the link *Back to grant follow up page*.**

The *Grant agreement follow-up screen* will be displayed. The pre-financing request is displayed as follows in the *Further pre-financing / interim payment* section:

Further pre-financing/interim payment requests

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

Further pre-financing/interim payment request ✎ Edit Delete
✎ Editable

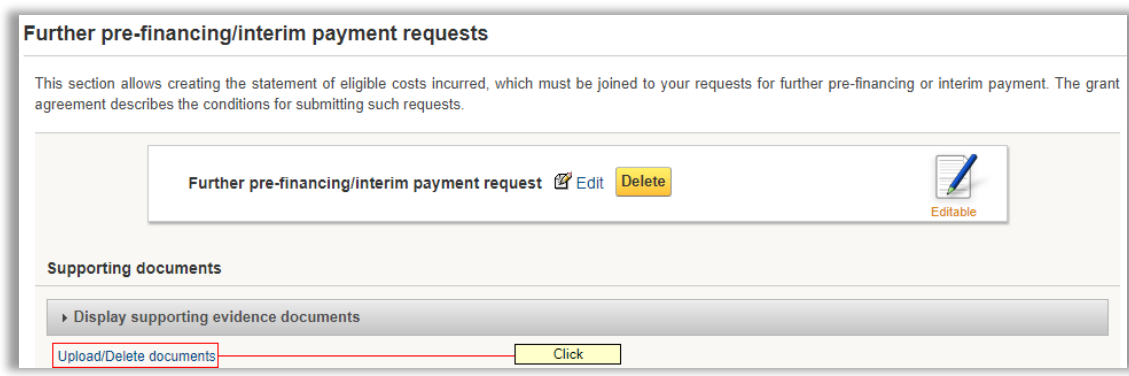
Supporting documents

▶ Display supporting evidence documents

Upload/Delete documents

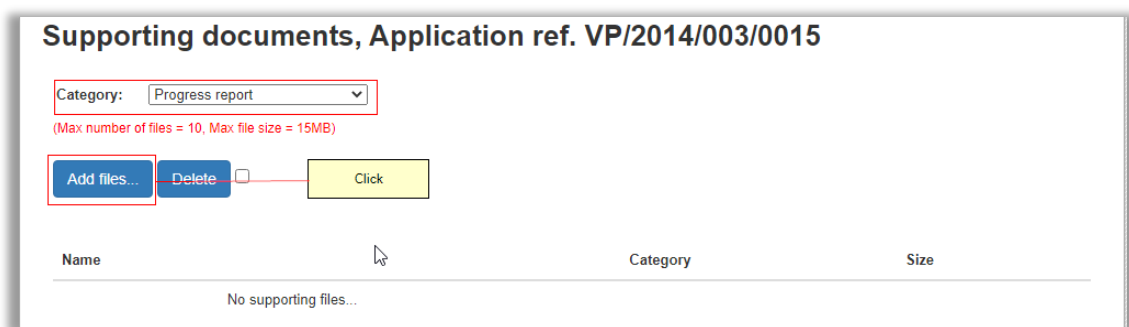
You may edit or delete the request, as long as it is not submitted.

10. **Click the *Upload/Delete documents* link in order to add the *Progress Report* to the *Further pre-financing / interim payment request*.**



The Supporting Documents page is displayed.

11. **Set the type of supporting document you want to add in the *Category* section of the page.**

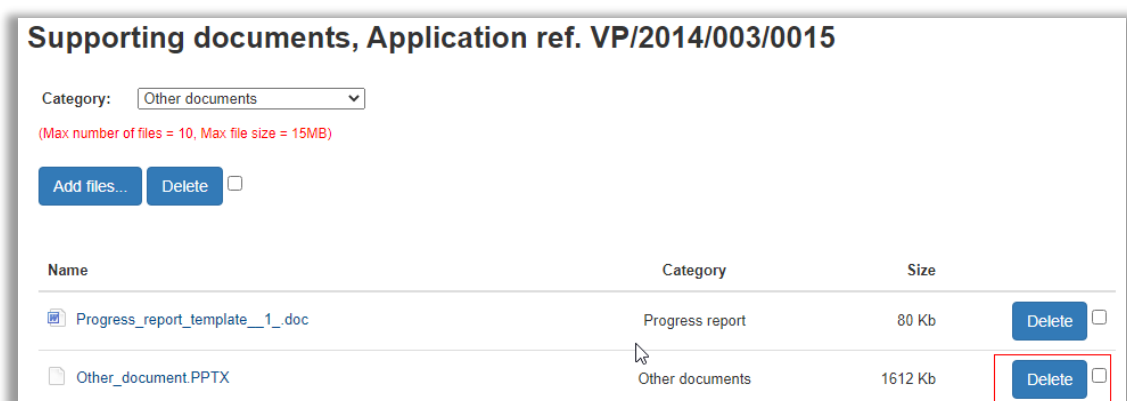


12. **Click the *Add Files* button in order to add a document in the selected *Category*. The available categories are *Progress Report* and *Other documents*.**

The Windows browsing window will open, allowing you to browse and select the files to be attached.

13. Please note that the allowed extension files are: .doc, .docx, .pdf, .xls, .xlsx, .jpg, .jpeg, .png, .ppt, .pptx and .zip, the maximum number of files that can be added is 10 and the maximum file size is 15MB. **The documents that were added incorrectly can be deleted by pressing the *Delete* button found on the respective row.**

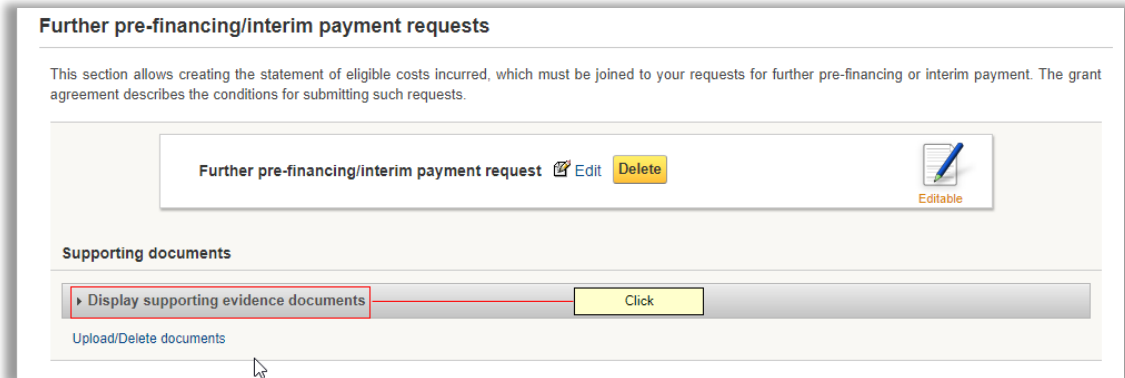
The system will request confirmation of the deletion, and, if confirmation is given, the file will be removed from the list.



14. Once you have added all the necessary supporting documents, click the link **Back to grant agreement follow up page**.

The **Grant agreement follow-up screen** will be displayed.

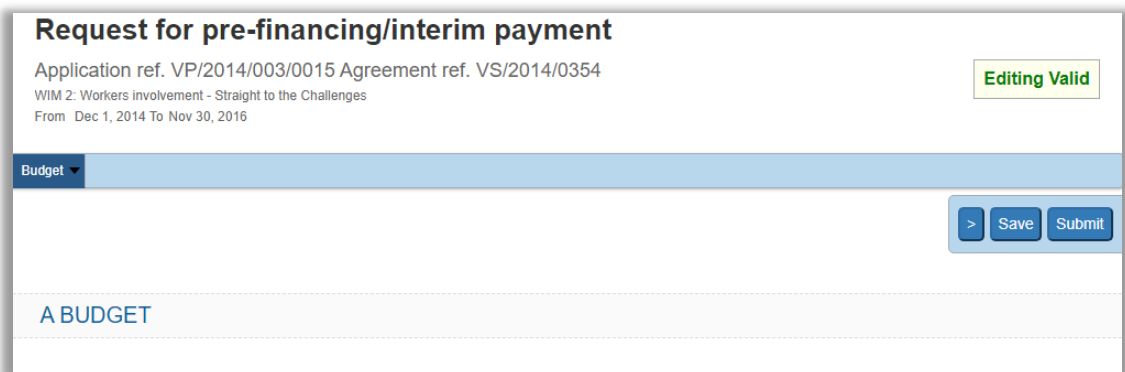
15. Click the **Display supporting evidence documents** dropdown to view all the documents attached to the **Request for pre-financing / interim payment request**.



16. Click the **Edit** link to return to the **Further pre-financing / interim payment request** page.

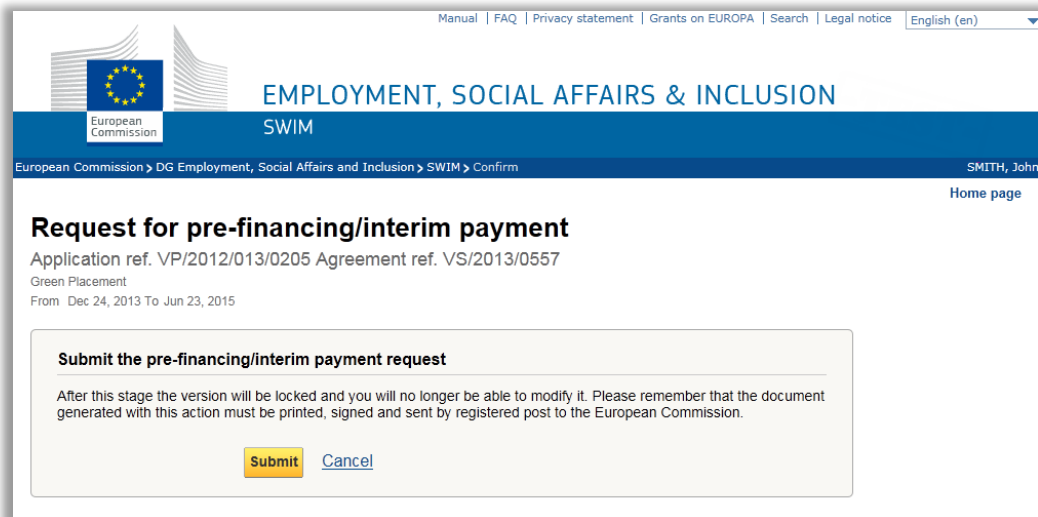
You may continue editing the budget amounts.

The **Submit** button is now displayed, since a document of type **Progress report** was added to the **Further pre-financing / interim payment request**.

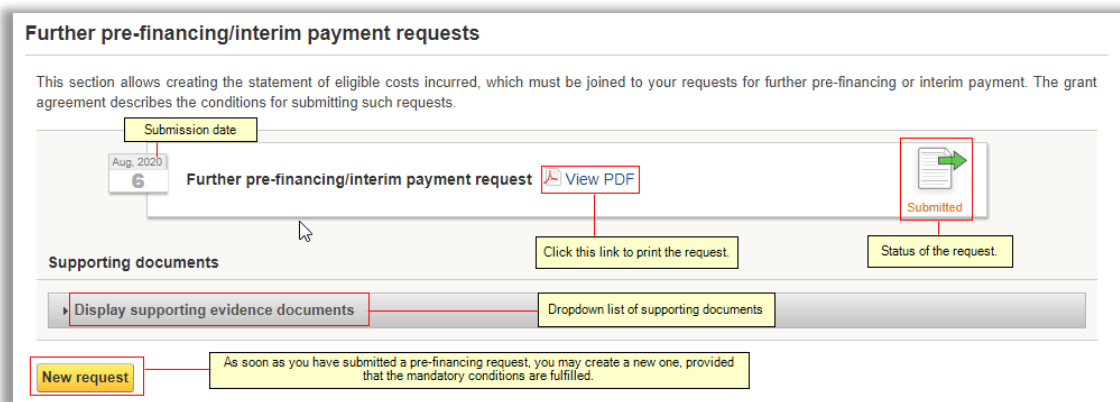


17. Click the **Submit** button.

The following confirmation message is displayed:



The **Grant agreement follow-up** page is displayed. The further pre-financing request is displayed as follows:



18. Click the **View PDF** link or click the **Submitted** icon and print the request.

The first page of the PDF file looks as follows:

The image shows the cover page of a call for proposals. At the top left is the European Commission logo. To its right, the text reads: "EUROPEAN COMMISSION DG Employment, Social Affairs and Inclusion". Below this, it says "Europe 2020: Employment policies Employment services, EURES". A central box contains the following information: "Call for proposals: PARES: Partnerships between employment services", "Reference: VP/2012/013", and "Budget Heading: 04.04 01 01". The main title is "REQUEST FOR PRE-FINANCING/INTERIM PAYMENT". Below the title, it provides "Application reference: VP/2012/013/0205" and "Agreement referent: VS/2013/0557 SI2.672411".

European Commission | EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion

Europe 2020: Employment policies
Employment services, EURES

Call for proposals: **PARES: Partnerships between employment services**
Reference: **VP/2012/013**
Budget Heading: **04.04 01 01**

REQUEST FOR PRE-FINANCING/INTERIM PAYMENT
Application reference: **VP/2012/013/0205**
Agreement referent: **VS/2013/0557**
SI2.672411

19. Fill out and sign the *Certification* section:

The image shows a form titled "Certification". It contains the following text: "I, the undersigned, authorised to represent the beneficiary, certify that:" followed by a bulleted list: "- the financial documents submitted to the Commission comply with the financial provisions of the agreement," "- the costs declared are the actual costs" and "- all receipts have been declared." Below the list are fields for "Name, first name:", "Title or position in the organisation:", "Date:", and "Signature and official stamp of beneficiary:".

Certification

I, the undersigned, authorised to represent the beneficiary, certify that:

- the financial documents submitted to the Commission comply with the financial provisions of the agreement,
- the costs declared are the actual costs
- all receipts have been declared.

Name, first name:

Title or position in the organisation:

Date:

Signature and official stamp of beneficiary:

The request is to be annexed to a request letter signed by the legal representative of the applicant organisation. These documents must be sent by post to the responsible Unit, as specified in the grant agreement.

6.3. Filling out and submitting the final technical implementation report

Once the beneficiary's action comes to its end date, the final technical implementation report and the final financial statement must be sent to the Commission within the period established in the grant agreement.

The beneficiary uses SWIM to create and submit the electronic version of both documents. This section explains how to create and submit the final technical implementation report. (Please [click here](#) to browse to the section about the creation and submission of the final financial statement.)

For projects under the PROGRESS programme, the beneficiary must also fill out [annual reports](#) concerning quantitative information.

Follow this procedure to fill out and submit the final technical implementation report:

1. **Access the list of your grant applications and grant agreements.**

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:

The screenshot displays the SWIM web interface. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and a language dropdown set to English (en). The main header features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below the header, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The page title is 'Your grant applications and grant agreements'. The content is divided into two sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'. Under 'GRANT APPLICATIONS', there is one entry with the title '[Application title has not yet been entered]' and subtitle 'Improving working skills'. It is marked as 'Not submitted' and has a deadline of 'VP/2014/704/0002' on 'July 31, 2014 at 23:59 CET'. Under 'GRANT AGREEMENTS', there are two entries. The first is 'Green Placement' with subtitle 'PARES: Partnerships between employment services', marked as 'Granted', and has an action closing date of 'VP/2012/013/0205' on 'June 23, 2015'. A red box highlights the title 'Green Placement' and a yellow box highlights a 'Click' button next to it. The second entry is 'Our second project to improve working conditions' with subtitle 'Improving working conditions', marked as 'Granted', and has an action closing date of 'VP/2014/701/0002' on 'December 31, 2014'. Each entry includes an 'Editors' field indicating the user is the only editor and a 'Manage editors' link.

Note: If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. **Click the title link matching the required grant agreement.**

The **Grant agreement follow-up** page is displayed:

Note: If your grant agreement is linked to a PROGRESS call for proposals, the section also contains one or more annual report entries:

Refer to the chapter [Creating annual reports](#) for a detailed explanation.

3. Click the **Edit** link in the **Technical implementation report information** section.

The **Final technical implementation report** page is displayed.

It contains an empty form:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Final technical implementation report SMITH, John

Back to grant agreement follow-up page | Generate PDF | Home page

Final technical implementation report

Application ref. VP/2012/013/0205 Agreement ref. VS/2013/0557
Green Placement
From Dec 24, 2013 To Jun 23, 2015

Save Submit Save and go to next page >

QUALITATIVE INFORMATION ⚠ EXECUTIVE SUMMARY ⚠ SIGNATURE ⚠

Results ⚠ Lessons learned and dissemination of results ⚠

Original goals * Required

List the original goals and objectives of the action as set out in the grant agreement, and explain how they were met during the implementation period. Please,

- focus on the results/outcomes of your action (i.e., benefits to the target group(s) addressed by your action);
- include detail on what change your action has brought about;
- explain the added value of the action, i.e. the lasting impact and/or multiplier effect.

Important: please note that all activities and deliverables must be presented not here but in the next box.

The form contains:

The titles of the technical implementation report, displayed as tabs:

Qualitative information

Quantitative information (optional, not in the screenshot above)

Executive summary

Signature

The status of your technical implementation report. This can either be:

Invalid draft report, which means that your technical implementation report has not yet been submitted because it still contains errors or missing information.

Valid draft report, which means all mandatory fields of the technical implementation report (marked with the red asterisk) have been properly populated. The technical implementation report cannot yet be submitted, because the action end date is not yet reached AND/OR (for PROGRESS projects only) because one or more annual reports have not yet been submitted.

Ready for submission, which means all mandatory fields of the technical implementation report (marked with the red asterisk) have been properly populated and the technical implementation report is ready to be submitted by clicking on the **Submit** button.

4. Fill out the **Qualitative Information** tab and its subtabs.

In this section you can fill the text boxes with the results, the lessons learned and dissemination of results of the project.

In each text box you can enter the answer for the question written next to the text box.

5. Fill out the **Quantitative Information** tab and its subtabs, if this tab is available.

In this section you can fill the numeric fields regarding quantitative information about the project, such the number of reports, events, etc.

6. Fill out the *Executive Summary* tab.

In this section the beneficiary must enter the executive summary: a short description of the action/main objectives of the action and the key results.

7. Fill out the *Signature* tab.

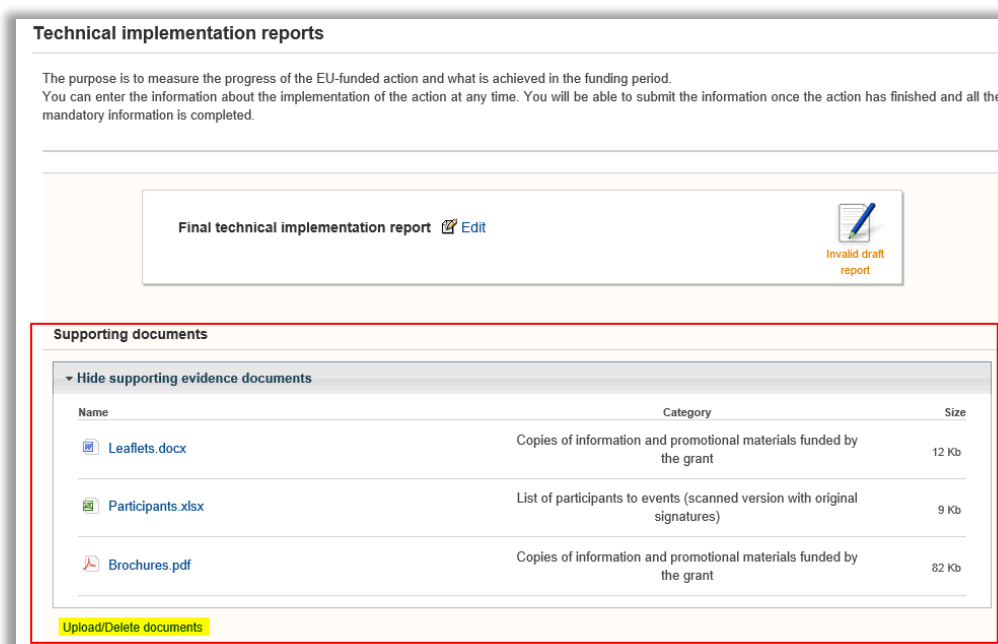
In this section the beneficiary must sign the FTIR by filling out the declaration fields.

Once all sections of the final technical implementation report have been properly completed and the action closing date has been reached, the Report status on the top left side of the screen changes to **Ready for Submission**, meaning the technical implementation report is ready to be submitted, and the **Submit** button is enabled in the navigation bar:



8. Upload Supporting Documents

Before submitting, supporting documents can be attached to the Final Technical Implementation Report and submitted together via SWIM. Documents can be uploaded while the FTIR is in **editable** status (*Invalid draft report*). **Allowed extension files:** .doc, .docx, .pdf, .xls, .xlsx, .jpg, .jpeg, .png, .ppt, .pptx and .zip. **Max size:** 5mb



9. Click the *Submit* button in the FTIR.

The following confirmation message is displayed:



Attention: The report and the uploaded supporting documents cannot be edited anymore, once submitted.

10. Click the **Submit** button to confirm the submission.

The *Grant agreement follow-up page* is again displayed.

The **Technical implementation report information** section looks now as follows:

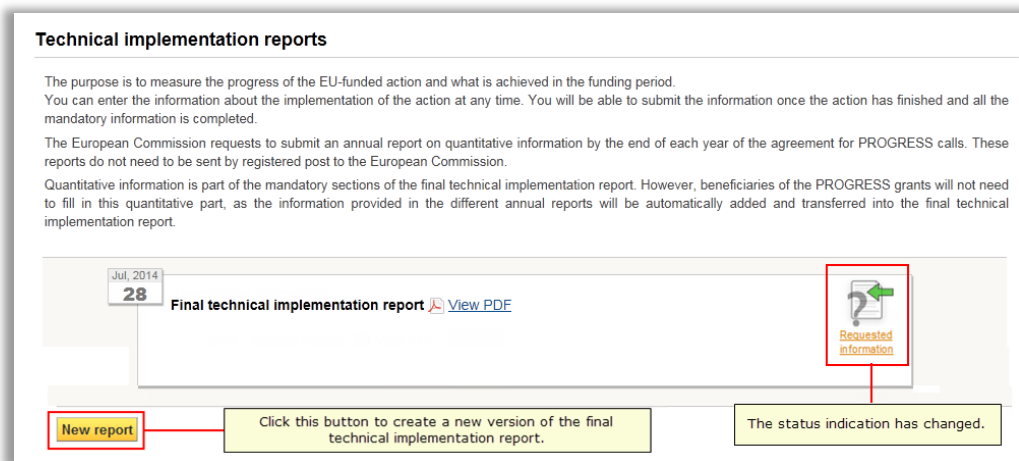


11. Click the **View PDF** link to open your final technical implementation report in PDF format.

Save the report on your local system and print it. Then sign the paper version in the **Signature** section and include it in the paper dossier you will send to the Commission together with the final financial statement and all other supporting documents that must be sent to the Commission at the end of the action.

The Commission may accept, ask for additional information or reject the final technical implementation report:

- If the Commission **approves the final technical implementation report**, the information displayed in the **Technical implementation report** section is not updated. It remains as displayed in the screenshot above.
- If the Commission **requests additional information**, you will be warned with an official letter. On the **Grant agreement follow-up** page, the **Technical implementation reports** section will look as follows:



Click the **New report** button to create a new version of the report. The report will already contain the information you entered in the version for which the Commission requested additional information. You do not need to create the report from scratch. You will be able to update/upload/delete the supporting documents.

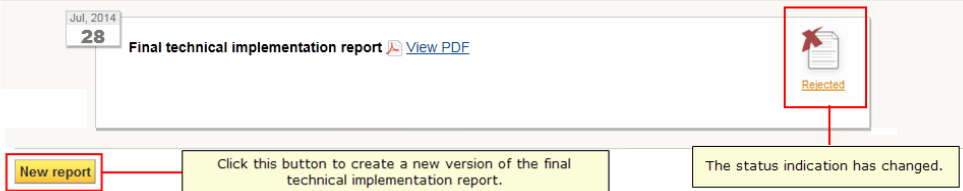
- If the Commission **rejects** the report, you will be warned with an official letter. On the **Grant agreement follow-up** page, the **Technical implementation report** section will look as follows:

Technical implementation reports

The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period. You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed.

The European Commission requests to submit an annual report on quantitative information by the end of each year of the agreement for PROGRESS calls. These reports do not need to be sent by registered post to the European Commission.

Quantitative information is part of the mandatory sections of the final technical implementation report. However, beneficiaries of the PROGRESS grants will not need to fill in this quantitative part, as the information provided in the different annual reports will be automatically added and transferred into the final technical implementation report.



Click the **New report** button to create a new version of the report. The report will already contain the information you entered in the rejected version. You do not need to create the report from scratch. You will be able to update/upload/delete the supporting documents.

6.4. Filling out and submitting an annual report

For grants awarded under the PROGRESS programme, the Commission monitors the impact of PROGRESS-supported initiatives to examine how they contribute to the programme's objectives. In this context, as stated in the PROGRESS call for proposals, the Commission asks all beneficiaries to make available to the Commission and persons authorised by it all documents or information that will allow PROGRESS performance measurement to be successfully completed.

The beneficiary is therefore invited to complete each year covered by the grant a short quantitative questionnaire (called **Annual report**) on the outputs that have been produced under his grant agreement over the course of the current year.

If the grant covers several years, for instance 2013, 2014 and 2015 as in the example displayed below, you will have to submit an annual report for each year.



This screenshot was made in July 2014. As the annual reports must be submitted before January 15th of following year, the report for 2013 has already been submitted. For this report, you may:

Click the **View PDF** link to obtain the annual report in PDF format.

Click the **Amend** button to change the values for a submitted report. This button remains available, until you submit the Final technical implementation report.

The entry for 2014 is already accessible. Follow this procedure to edit the annual report for 2014:

1. Click the **Edit** link next to the 2014 Annual report.

The **Annual report – 2014** page is displayed:

2. Click the **Yes** or **No** on the different subtabs representing the quantitative information categories.

If you select the **No** checkbox, no additional information is requested for that subtab:

If you select the **Yes** checkbox, additional fields will be added to be filled out:

SUMMARY OF QUANTITATIVE INFORMATION ⚠

Please note that quantitative performance information must be submitted in relation to all outputs delivered during the implementation of the action grant.

Please also note that you will be requested to submit to the Commission the following quantitative performance information by 15 January. In that case the information has to cover only the outputs delivered as part of your action during the preceding calendar year (i.e., 1 January - 31 December). Such information will feed into PROGRESS Annual Performance Monitoring Report, which will be submitted to the European Parliament and the Council.

Reports ⚠ Information / promotional material / website ⚠ Training / mutual learning ⚠ Other information and communication events ⚠

Were there any REPORTS (which include written outputs such as reports, analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced as part of your action? * Yes No

Select **Yes** to provide quantitative information about the reports.

Total number of reports *

Please provide the total number of independent written outputs, irrespective of whether they were published or not. An output produced in several languages counts as a single output.

Next please disaggregate the total number into the subcategories provided according to the written output's primary objective. A single output may fall into several categories (e.g., a study may aim at produce policy advice and at the same time to identify good practice).

Reports aimed at providing policy advice, research and analysis. * Reports aimed at identifying good practices. *

Monitoring and assessment reports on the implementation of laws or policies. * Reports aimed at the development of appropriate statistical tools, methods and indicators. *

Scope of dissemination * Yes No

Have the reports been actively distributed?

Select **Yes** to provide quantitative information about the reports' dissemination.

Total number of material copies distributed *

Please provide a total cumulative number for all the reports.

EU-level policy and decision-makers * National/regional/local-level policy and decision-makers *

Social, economic/business partners * Civil society, NGOs *


Academia, experts, think tanks * Media, Journalists *

If the reports have been published online, please also provide the total number of their downloads by unique users *

3. Fill out the subtabs as required.

Once the annual report is complete, the **Annual report** screen looks as follows:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

 **EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION**
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Annual report SMITH, John

[Back to grant agreement follow-up page](#) | [Generate PDF](#) | [Home page](#)

Annual report - 2014

Application ref. VP/2012/013/0205 Agreement ref. VS/2013/0557
Green Placement
From Dec 24, 2013 To Jun 23, 2015

The status indication is updated.

Valid draft report

The annual report has all the mandatory fields completed and is ready to be submitted.

This report must be sent before January 15, 2015.

Save **Submit** The **Submit** button is now active. < Save and go to previous page

SUMMARY OF QUANTITATIVE INFORMATION

Please note that quantitative performance information must be submitted in relation to all outputs delivered during the implementation of the action grant.

Please also note that you will be requested to submit to the Commission the following quantitative performance information by 15 January. In that case the information has to cover only the outputs delivered as part of your action during the preceding calendar year (i.e., 1 January - 31 December). Such information will feed into PROGRESS Annual Performance Monitoring Report, which will be submitted to the European Parliament and the Council.

Reports | Information / promotional material / website | Training / mutual learning | Other information and communication events

Were there any OTHER INFORMATION AND COMMUNICATION EVENTS (which include various seminars, conferences, round tables, networking events, etc.) organised as part of your action? * Yes No

Save Submit < Save and go to previous page

4. Click the **Submit** button.

The following confirmation message is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

 **EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION**
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Confirm SMITH, John

[Home page](#)

Annual report

Application ref. VP/2012/013/0205 Agreement ref. VS/2013/0557
Green Placement
From Dec 24, 2013 To Jun 23, 2015

Submit annual report

This action cannot be undone. Please confirm that you want to submit your report.

[Submit](#) [Cancel](#)

5. Click the **Submit** button.

In the **Technical implementation report** section, the submitted report is now displayed as follows:

Quantitative information

2013 - Annual report [View PDF](#) [Amend](#)

2014 - Annual report [View PDF](#) [Amend](#)

2015 - Annual report

Final technical implementation report [Edit](#)

 Valid draft report

As for the other submitted annual reports, you can:

Create a PDF version

Amend the report, until the final technical implementation report is as well submitted.

6.5. Creating and submitting the final financial statement

At the end of the action, the beneficiary uses SWIM to create and submit the final financial statement of the eligible costs actually incurred in the implementation of the action. This statement must be sent to the Commission accompanying the request for the payment of the balance. Follow this procedure to create and submit the final financial statement:

1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:


The screenshot displays the SWIM interface for 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION'. The page title is 'Your grant applications and grant agreements'. It is divided into two main sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'. Under 'GRANT APPLICATIONS', there are two entries: 'Our second project for improving social integration' (Submitted) and 'Our first project for improving social integration' (Submitted). Both have a deadline of July 31, 2014 at 23:59 CET. Under 'GRANT AGREEMENTS', there is one entry: 'Our fifth project for improving working conditions' (Granted), with an action closing date of December 31, 2014. A red box highlights the title 'Our fifth project for improving working conditions' and a yellow box highlights the 'Click' button next to it. The interface also includes a navigation menu at the top with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and English (en). The user's name, SMITH, John, is visible in the top right corner.

Note: If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. Click the title link matching the required grant agreement.

The **Grant agreement follow-up** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)



EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page SMITH, John

[Your grant applications and grant agreements](#) | [Home page](#)

Grant agreement follow-up page

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286
 Our fifth project for improving working conditions
 From Aug 1, 2014 To Dec 31, 2014


The sections below provide access to the actions available during the life-cycle of the grant agreement.
 The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.

Technical and financial reports

Technical implementation reports

The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period.
 You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed.

Final technical implementation report [Edit](#)



Invalid draft report

Further pre-financing/interim payment requests

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance.
 This financial statement will automatically contain the information of the last version of the accepted estimated budget. The beneficiary has to verify all actual costs of the action adding those missing and removing or adapting the estimations.

New statement

Click this button to create the final financial statement.

Grant agreement documents

This section contains the options pertaining to the financial follow-up of your grant agreement. Only the options that are relevant in the current state of your grant agreement are active. Documents generated by means of these options must be printed, signed and sent by registered post to the European Commission.

- Original submitted grant application form [View PDF](#)
- The last accepted version of the estimated budget [View PDF](#)

Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

Note:

By default, this button becomes available after the action closing date. You may however ask the Commission to allow you to create your statement before this date. If the Commission agrees with this request, the button will become available.

3. Click the *New statement* button in the *Final financial statement* section.

The *Final financial statement* page is displayed:

These values are copied from the last approved budget version.

Final financial statement

Application ref. VP/2020/999/0003 Agreement ref. VS/2020/0006

Test workflow OD application 3

From Jan 30, 2020 To Nov 29, 2023

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Budget ▾

> Save Submit

A BUDGET

Total cost of the action 36000.00

Total eligible costs (D + I) 36000.00

Total eligible direct costs (D) 36000.00

Heading 1 - Staff costs

Management	0.00
Administration	36000.00
Secretariat	0.00
Accounting	0.00
Other staff	0.00
Total - Staff costs	36000.00

Heading 2 - Travel, accommodation and subsistence allowances

Travel	0.00
Subsistence allowances (accommodation, meals, etc.)	0.00

Total - Travel, accommodation and subsistence allowances 0.00

Heading 3 - Costs of services

Information dissemination	0.00
Translations	0.00
Reproductions and publications	0.00
Specific evaluation	0.00
Interpretations	0.00
External expertise	0.00
Other services	0.00
Total - Costs of services	0.00

Heading 4 - Administration costs

Depreciation for purchase of equipment	0.00
Hire of rooms	0.00
Hire of interpreting booths	0.00
Audits	0.00
Financial services	0.00
Other administrative costs	0.00
Total - Administration costs	0.00

Total eligible indirect costs (!)	0.00
<u>Heading 5 - Overheads</u>	
Total overheads	0.00
Income	
<u>Union grant amount</u>	
Total financial contribution (own resources)	6100.00
Revenue generated by the action	400.00
Union Grant	

The system will display the estimated budget of the action as annexed to the grant agreement (or the last amendment, if available).

4. Click the different *budget headings* to edit the values so that they match the actual costs incurred in the implementation of the action.

You can enter comments for each modification.

Final financial statement

Application ref. VP/2020/999/0003 Agreement ref. VS/2020/0006
 Test workflow OD application 3
 From Jan 30, 2020 To Nov 29, 2023

Budget ▾

- A. Budget
 - A. 1. Staff costs
 - A. 2. Travel, accommodation and subsistence
 - A. 3. Costs of services 
 - A. 4. Administration costs
 - A. 5. Overheads
 - A. 6. Union grant amount

Cost of the action

In the following example, the number of days was reduced for the last entry of the *Hire of rooms costs*, as indicated by the comment:

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EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

SWIM

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Final financial statement

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Budget ▾

>
Save
Submit

A.4 ADMINISTRATION COSTS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Depreciation for purchase of equipment

Incurred by	Type of equipment	Estimated depreciation cost	Comment
Select one			
Total depreciation			0.00

Hire of rooms

Incurred by	Meeting	Number of days	Unit cost per day	Number of rooms	Total	Comment
TUC	Meeting room	3.00	500.00	1.00	1500.00	
AMED	Meeting room	3.00	500.00	1.00	1500.00	Reduced from 5 to 3 days
Total hire of rooms					3000.00	

The total values are updated automatically.

5. Edit the *Overheads* value, if this is required as a result of the values you corrected in the other budget sections.

The maximum allowable amount is displayed in the **Overheads** section. Only Action Grants can have up to a maximum flat-rate of 7% of Overheads of the total eligible direct costs:

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Budget >

> Save Submit

A.5 OVERHEADS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

Applicant's overheads
Overheads are not eligible for operating grants

Incurred by	Amount
TUC	500.00
AMED	800.00
UCATT	135.00
Total	1435.00

Add line

For action grant agreements, you can define the overhead amount associated with the action up to a maximum flat-rate of 7% of the total eligible direct costs. Taking account of the figures already filled in for the other budget headings, the maximum eligible amount is: 1365.00

As the actually incurred cost of the action is lower than the costs declared in the estimated budget, it is required to reduce the Overheads amount.

6. Reduce the overheads for one or several beneficiaries, so that the total overhead amount does not exceed the maximum amount anymore.

In the following example, the overhead amount was reduced for the AMED co-beneficiary, as the cost reduction (hire of rooms) was also on their behalf:

Applicant's overheads
Overheads are not eligible for operating grants

Incurred by	Amount
TUC	500.00
AMED	730.00
UCATT	135.00
Total	1365.00

Add line

For action grant agreements, you can define the overhead amount associated with the action up to a maximum flat-rate of 7% of the total eligible direct costs. Taking account of the figures already filled in for the other budget headings, the maximum eligible amount is: 1365.00

The Overheads amount was reduced so that the maximum amount is no longer exceeded.

7. Access the *Union Grant Amount* section.

Budget ▾	
A. Budget	
A. 1. Staff costs	
A. 2. Travel, accommodation and subsistence	
A. 3. Costs of services	NT AMOUNT
A. 4. Administration costs	
A. 5. Overheads	
A. 6. Union grant amount	declared
Total Resources	



The **Union Grant Amount** section may now look as follows:

A.6 UNION GRANT AMOUNT

Total expenses declared 38000.00

Total Resources

Revenue generated by the action (R) * 400.00

Total financial contribution (own resources) (C = C1 + C2 + C3) 6100.00

Beneficiary's Contribution (C1) * 5000.00
Please be aware that the contribution of an beneficiary has to include the amount of its affiliated entities participating in this action

Co-applicants' contribution (C2)
Please be aware that the contribution of a co-applicant has to include the amount of its affiliated entities participating in this action

Co-applicant	Contribution	
LCOC	1100.00	🗑️
Total co-applicants' contribution (C2)		1100.00

[Add line](#)

Third parties' contribution (C3)

Third party	Contribution	
Select one		
Total third parties' contribution (C3)		0.00

[Add line](#)

Maximum EU Contribution / Grant

The Commission will calculate the final amount of the grant in conformity with the grant agreement:

Step 1 - Application of the reimbursement rate to the eligible costs* 26387.20

Reimbursement rate specified in the grant agreement (%) 69.44

Step 2 - Limit to the maximum amount of the grant indicated in the grant agreement 15000.00

Step 3 - Reduction due to the no-profit rule (to be assessed by the Commission)

Step 4 - Reduction due to improper implementation, irregularity, fraud or breach of other obligations.

*Cost eligibility will be assessed by the Commission and communicated to the beneficiary.

REMARK	<p>The Final Union Grant amount doesn't appear yet here because it has not yet been approved by the Commission. Only appears the limit to the maximum amount of the grant indicated in the grant agreement (Step 2). The final union grant will be assessed and communicated to you afterwards.</p> <p>The total financial contribution (own resources) are calculated automatically by the system.</p>
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Explanation for the Maximum EU Contribution / Grant:

The effective union grant is limited to the lowest value of Step 1 and Step 2:

Step 1 – Application of the reimbursement rate to the eligible costs, in this example: **26387.20**

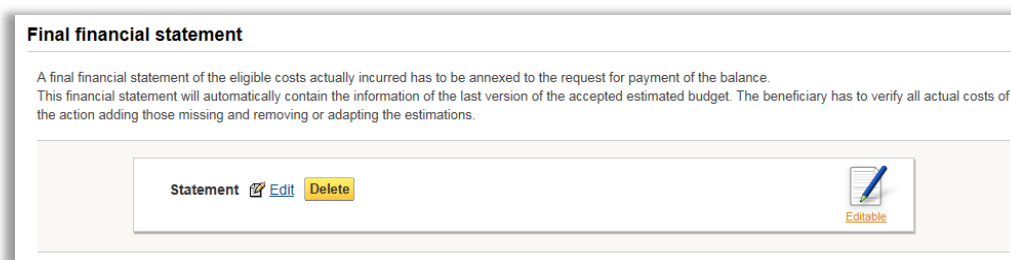
REMARK	After you send this Final Financial Statement to the Commission, the financial unit will revise it and only the eligible/accepted costs are taking into account for the application of the reimbursement rate (Step 1).
---------------	--

Step 2 – Limit to the maximum amount of the grant indicated in the grant agreement, in this case: **15000.00**

Step 3 & Step 4 – These two Steps are not automatically calculated because it is the Financial Unit in the Commission which decides if they are applicable in the final computation of the Union Grant.

8. Regularly save your statement by clicking the *Save* button on the navigation bar.

The statement is saved by the system (but not yet submitted). On the ***Follow-up*** page, it will be displayed as follows in the ***Final financial statement*** section:




You may edit or delete the final financial statement, as long as it is not submitted.

9. Upload **Supporting documents**

Before clicking the submit button, you can attach supporting documents to your FFS and submit them together via SWIM. Documents can be uploaded while the FFS is in **editable** status. **Allowed extension files:** .doc, .docx, .pdf, .xls, .xlsx, .jpg, .jpeg, .png, .ppt, .pptx and .zip. **Max size:** 5mb




Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance. This financial statement will automatically contain the information of the last version of the accepted estimated budget. The beneficiary has to verify all actual costs of the action adding those missing and removing or adapting the estimations.

Statement [Edit](#) [Delete](#)  Editable

Supporting documents

▼ Hide supporting evidence documents

Name	Category	Size
 Audit_Report.docx	Audit report	12 Kb
 Test.pdf	Other documents	81 Kb
 Cost_list.xlsx	Other documents	9 Kb

[Upload/Delete documents](#)

10. Click the **Edit** link to return to the Final financial statement page.

You can again edit the budget amounts.

11. Click the **Submit** button in the navigation bar, once you have performed all required changes to the budget and the status indication has changed to **Valid**:

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Final financial statement

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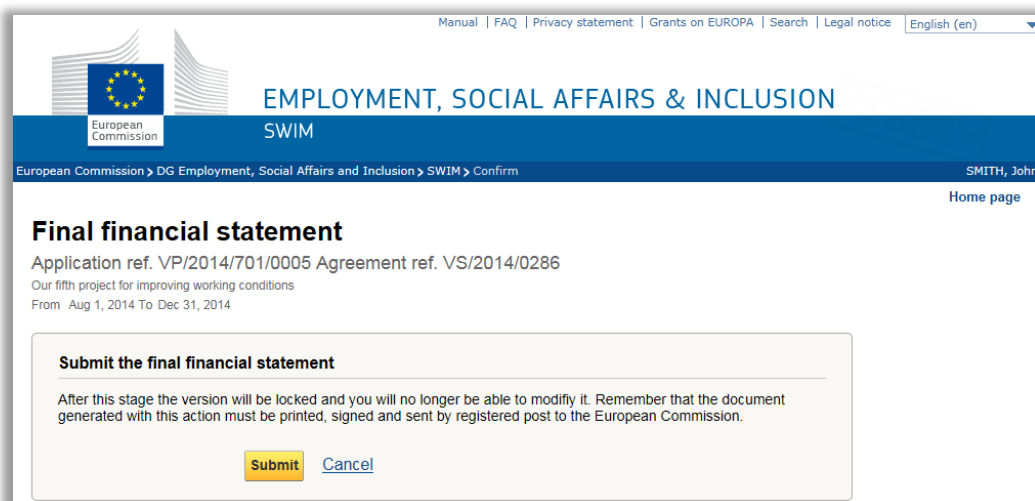
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Budget ▼

> [Save](#) [Submit](#)

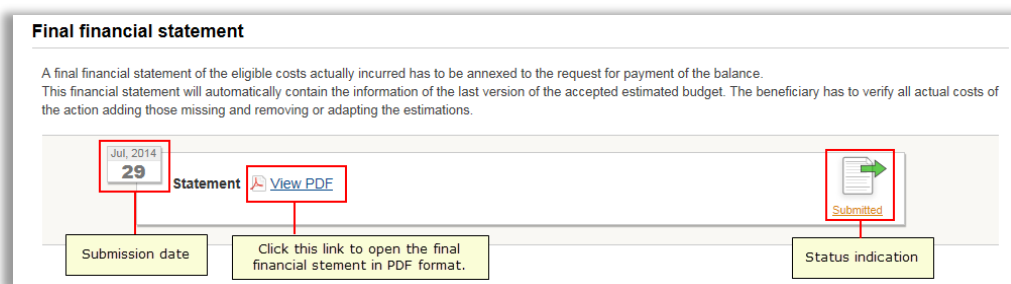
[Click](#)

The following confirmation message is displayed:



12. Click the **Submit** button.

The **Grant agreement follow-up** page is again displayed. The final financial statement is now displayed as follows:



The supporting documents are also sent to the EC and cannot be edited anymore.

13. Click the **View PDF** link and print the statement.

After being submitted electronically (at the latest, within 3 months after the closing date of the action), the final financial statement must also be printed out, signed by the legal representative and be sent by post to the responsible Unit, together with the other documents accompanying the request for the payment of the balance as specified in the grant agreement.

The final financial statement will be reviewed by the Commission in order to calculate the final grant. It can be accepted, modified or rejected. In all cases, the beneficiary will be officially informed by the responsible Unit.

If the final financial statement is rejected, the mention **Rejected** will be displayed:

Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance. This financial statement will contain automatically the information of the last version of the accepted estimated budget. The beneficiary has to verify all the actual costs of the action adding those missing and removing or adapting the estimations.

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Statement [View PDF](#)

Status indication

Rejected

New statement

Click this button to create a new version of the final financial statement.

When you create a new final financial request, the starting values will match the ones from the rejected version, moreover you will be allowed to edit/delete/upload the supporting documents.