



PROJEKTI LITERARNEGA PREVAJANJA 2016:

KAKO PRIPRAVITI VLOGO



Preden se lotite izpolnjevanja

→ Spletna stran EACEA

http://eacea.ec.europa.eu/creative-europe/funding/literary-translation-2016_en

- 1) Povzetek razpisa (***Call notice***)
- 2) SMERNICE razpisa (***Guidelines***): natančno določa razpisne pogoje
- 3) Navodila za prijavitelje (***Guide for applicants – Call 13/2016***): praktični napotki za izpolnjevanje e-obrazca in obrazca za proračun



POSTOPEK PRIJAVE

Samo e-obrazec s prilogami oddan prek spleta (najpozneje do 12:00 na dan roka za oddajo)

POZOR!

Predhodno je treba pridobiti **PIC identifikacijsko kodo organizacije** (+ obvezno naložiti obrazec za pravne osebe - *Legal entity form* z obveznimi prilogami)



Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > Register An Organisation

HOME ORGANISATIONS EXPERTS SUPPORT

LOGIN REGISTER

Register an Organisation

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

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A single registration is required for each organisation in the system.

Contact | Privacy Statement | English (en)

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

REGISTER ORGANISATION

RESUME REGISTRATION

How to update your organisation data?

Modify registered data

If the Validation Services have not started the validation of your data yet:

To modify the data of your organisation, click the **My Organisations** option in the Organisations menu, then click the **ED** button next to the name of your organisation.

Upload supporting documents

If the Validation Services have already started the validation process:

You are able to **upload additional documents up to 10 MB**. Once uploaded, these documents may not be withdrawn or modified.

Modify validated data

If your data has been validated by the Validation Services:

Only the **Legal Entity Appointed Representative (LEAR)** (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the **My Organisations** option in the Organisations menu.

Participant Portal

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

New password Create an account Help | Login

External

Create an account

Help for external users

Choose a username

First name

Last name

E-mail



Postopek prijave: OBVEZNE PRILOGE I.

I. Priloge, naložene na portalu uporabnikov:

Podpisani obrazec za pravno osebo (*legal entity form**) in zahtevane priloge.

PRAVNE OSEBE

IZJAVA O ZAUPNOSTI http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#sl

PODGETJA V ZASEBNI LASTI

PRAVNA OBLIKA	[Input Box]
	[Input Box]
	[Input Box]
IME(NA)	[Input Box]
	[Input Box]
	[Input Box]
SKRAJŠANA OBLIKA IMENA	[Input Box]
NASLOV SEDEŽA	[Input Box]
	[Input Box]
POŠTNA ŠTEVILKA	[Input Box]
POŠTNI PREDAL	[Input Box]
KRAJ	[Input Box]



Application for funding: partner list management and application eForm creation

IMPORTANT POINTS TO NOTE BEFORE YOU START

PIC numbers

In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEA's Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application.

Organisations can obtain their PIC number by registering in EACEA's Participant Portal. Click [here](#) to be directed to the Participant Portal.

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

ECAS authentication

Access to the options below you is authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

E-obrazec**Create a new application eForm**

You will be required to complete the following steps in one session once you have clicked on the button below:

- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

Create new application eForm**Revise your list of participating organisations and incorporate it in your existing application eForm**

If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below.

Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

Revise list of participating organisations and update application eForm



Postopek prijave: OBVEZNE PRILOGE I.

II. PRILOGE K e-OBRAZCU:

1. Obrazec s proračunom projekta (**Budget form**, Excel)*.
2. Podpisana izjava o delih, ki se bodo prevajala (pdf)*.
3. Podpisana izjava o pravnem statusu ter operativni in finančni sposobnosti (*Declaration on honour on legal status and operational and financial capacity*) (pdf)*.
4. Podpisana izjava v zvezi z merili za izključitev / **če je podpora EU višja od 60.000 €** / (*Declaration on honour concerning exclusion criteria*) (pdf)*.
5. Dokument, ki potrjuje kdaj je bila organizacija registrirana (pdf).

*Dokumenti, za katere obstajajo že pripravljeni obvezni formati:

http://eacea.ec.europa.eu/creative-europe/funding/literary-translation-2016_en

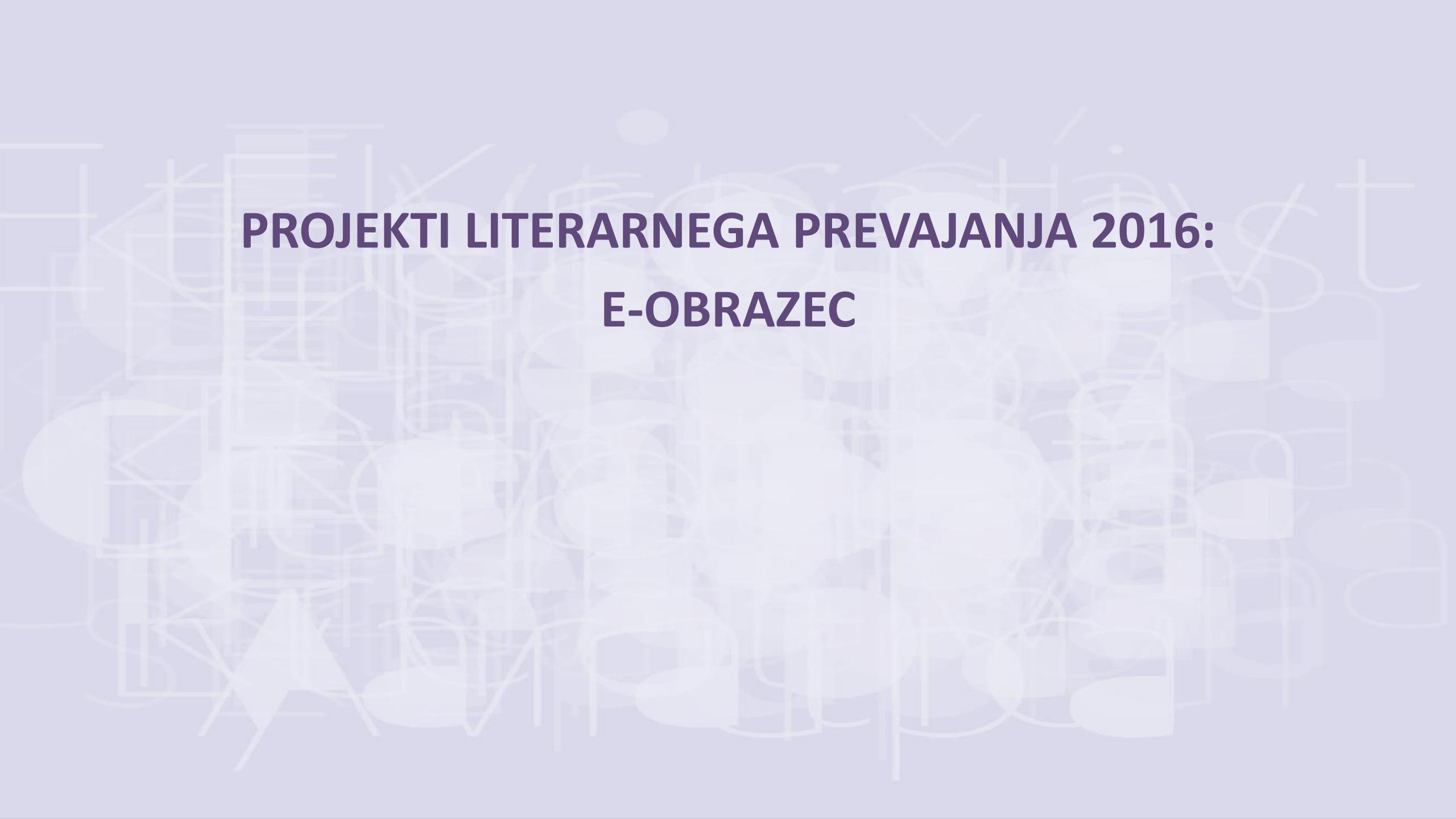


III. V primeru, da bo vaš projekt izbran

1. **Elektronske kopije** vseh knjig, ki jih predlagate za prevajanje. Če elektronski izvod ni na voljo, pošljete skenirane kopije platnic ter prvih in zadnjih 20 strani posamezne knjige.
2. **Statut** vaše organizacije (prijavitelja).
3. Podpisani obrazec s proračunom projekta (**Budget form***).
4. Letno poročilo o dejavnostih vaše organizacije (activity reports) za zadnji dve leti, **če je podpora EU višja od 60.000 €**.
5. Podpisani obrazec za finančno identifikacijo (**financial identification form***) in zahtevane priloge.
6. Obrazec o finančni sposobnosti (**financial capacity form***), **če je podpora EU višja od 60.000 €**.
7. **Računovodski izkazi** (**financial statements**) za zadnji dve zaključeni poslovni leti, **če je podpora EU višja od 60.000 €**.

*Dokumenti, za katere obstajajo že pripravljeni obvezni formati:

http://eacea.ec.europa.eu/creative-europe/funding/literary-translation-2016_en



PROJEKTI LITERARNEGA PREVAJANJA 2016:

E-OBRAZEC



Form version : 2.1.0.1 EN Adobe Reader version : 10.104

Part A. Identification of the applicant and if applicable other organisation(s) participating in the project

Parts A and B must be completed separately for each organisation participating in the project

A.1 Organisation

Partner number:

P1

PIC number:

949834865

Role in the application :

Applicant Organisation

Full name of the organisation in Latin characters :

BE Organisation Name

Business name :

BE Business Name

Registration date :

2008-07-21

Registration location :

BE REGISTRATION AUTHORITY in LECITY

Registration country :

Registered address

Street name and number :

Street One, 865

Postcode :

BE LE Postal

Town :

Cedex :

PO Box :

BE LE CITY

BE LE CEDEX

BE LE POBox

Country :

Region * :

Belgium

Extra-Regio NUTS 2

Internet address:

http://eacea.ec.europa.eu/index_en.php

Telephone 1 :

Telephone 2 :

Fax :

+32111222333

+32777888999

+32444555666

Submission number:
000000000

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Validate form

Test your
connection

Connection test has not been performed!



Form version : 2.1.0.1 EN Adobe Reader version : 10.104

A.2 Person responsible for the management of the application (contact person)

Title * :

Family name * :

First name * :

Department / Faculty :

Role in the organisation * :

E-mail address * :

Check this box if the address is different from the address provided in section A.1

Address

Street name and number * :

Street One, 865

Postcode :

BE LE Postal

Town * :

BE LE CITY

Cedex :

PO Box :

BE LE CEDEX

BE LE POBox

Country * :

Belgium

Region * :

Extra-Regio NUTS 2

Telephone 1 * :

Telephone 2 :

Fax :

Check this box if the legal representative is different from the person responsible for the management

Submission number:
000000000

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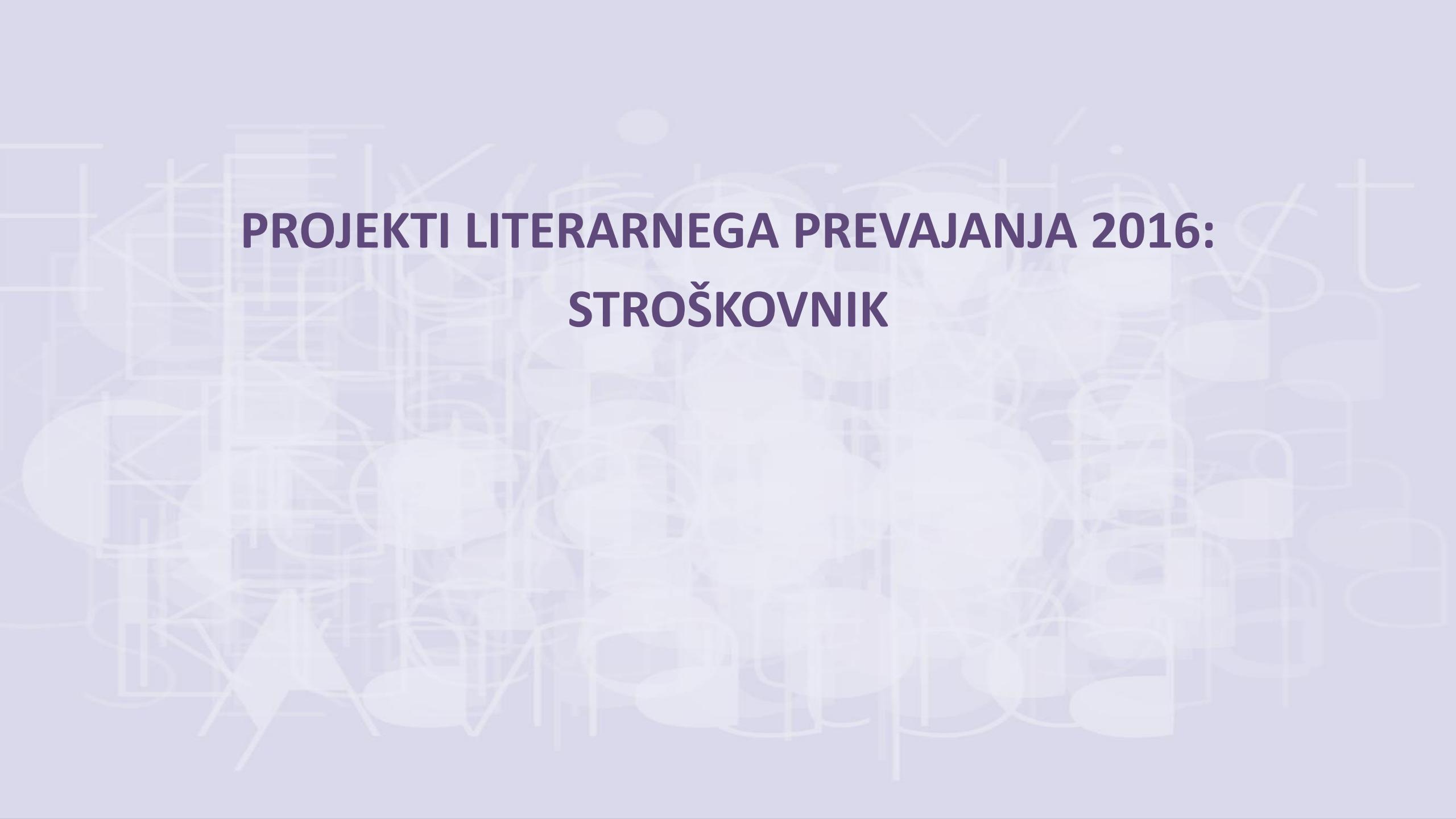
Validate form

Test your
connection

Connection test has not been performed!



- A. Podatki o organizaciji & odgovornih osebah
 - B. Struktura, namen in dejavnost organizacije
 - C. Predstavitev projekta
 - D. Operativna sposobnost organizacije za izvedbo projekta
 - E. Merila za dodelitev podpore: ustreznost + kvaliteta + razširjanje
 - F. Časovnica prevajanja in izdaje predlaganih knjig
 - G. Statistični podatki o projektu
- Obvezne priloge

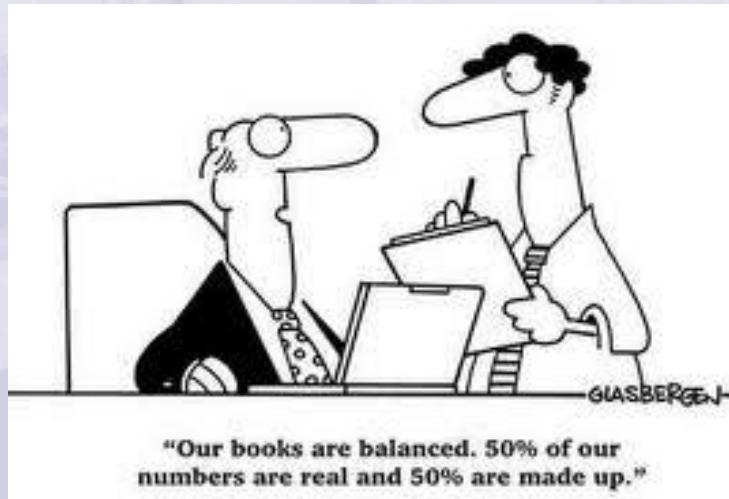


PROJEKTI LITERARNEGA PREVAJANJA 2016: STROŠKOVNIK



Splošna pravila

- Vzemite si dovolj časa za pripravo stroškovnika!
- Stroškovnik naj bo realen in konsistenten s projektnimi aktivnostmi.
- **STROŠKOVNIK MORA BITI URAVNOTEŽEN! ODHODKI = PRIHODKI**





- 1. CONTRIBUTIONS FROM PRIVATE SOURCES**
- 2. CONTRIBUTIONS FROM PUBLIC SOURCES**
- 3. INCOME GENERATED BY THE PROJECT**
- 4. SELF-FINANCING IN OWN AND RAISED FUNDS**
- 5. E.U. GRANT FOR THE PROJECT**
(Max. 100.000 € and maximum 50% of the total direct costs)



UPRAVIČENI STROŠKI

- Morajo nastati v času trajanja projekta in so plačani pred oddajo zaključnega poročila
- Morajo biti predvideni v proračunu
- Morajo biti zabeleženi v računovodskih evidencah (se jih da preveriti)
- So povezani s projektnimi aktivnostmi



UPRAVIČENI STROŠKI

- 1. TRANSLATION COSTS** (= stroški prevajalcev)

- 2. PUBLICATION COSTS** (= stroški izdaje)
 - strošek tiska
 - urejanje / lektura
 - oblikovanje
 - drugo (navedi)

- 3. PROMOTION COSTS** (= stroški promocije)
 - knjižni sejmi in festivali (stojnica, najem/nakup opreme (amortizacija!), nakup materialov, kotizacija, potni stroški, bivanje...)
 - obiski avtorjev in prevajalcev (potni stroški, bivanje, honorar)
 - oglaševanje / marketing
 - prevod in razširjanje povzetkov
 - drugo (navedi)

- 4. OTHER COSTS**



UPRAVIČENI STROŠKI- nakup opreme

- V primeru nakupa opreme je treba upoštevati zgolj strošek AMORTIZACIJE
- Upravičen je samo tisti del amortizacije, ki je povezan z izvajanjem aktivnosti in se veže na obdobje trajanja projekta.
- Pri pravilih amortizacije je potrebno upoštevati nacionalna računovodska pravila organizacije.

Primer: osebni računalnik v Sloveniji → 50% letna amortizacija (se obračuna v obdobju 2 let)



"I found room in the budget to update your office equipment. Would you rather have a box of paperclips or a new pencil?"



UPRAVIČENI STROŠKI- tretje države max 30%

Za aktivnosti, povezane s „tretjimi državami“ (npr. stroški, povezani s fizičnimi osebami ali organizacijami iz teh držav ter aktivnostmi, ki potekajo v tretji državi), velja, da so upravičene:

- 1) če jih plača/krije prijavitelj in
- 2) ne presegajo 30% vseh upravičenih stroškov.



NEUPRAVIČENI STROŠKI

- strošek avtorskih pravic
- donos kapitala;
- dolgovi in stroški dolžniške obveznosti;
- rezervacije za izgube ali morebitne prihodnje obveznosti;
- plačilo dolgovanih obresti;
- dvomljivi dolgovi;
- tečajne izgube (izgube računovodskega tečaja);
- prijavljeni stroški, ki so bili kriti v okviru drugega projekta, ki prejema podporo Evropske unije;
- čezmerni ali nepotrebni izdatki;
- **prispevki v naravi;**
- povrnjen DDV;
- **posredni stroški** (operativni stroški)

Contribution in kind = „non-cash contribution“,
not recorded in the beneficiary's accountancy:
volunteering , donation, rent of a building ...



UPRAVIČENI STROŠKI- podizvajanje

**Stroški za aktivnosti, ki jih direktno ne izvaja prijavitelj.
Podizvajanje lahko zadeva dobavo blaga, del ali storitev.**

Strošek podizvajanja je upravičen strošek, če:

- je omejen le na del (podpornih) aktivnosti;
- je smiseln glede na naravo aktivnosti in nujen za njeno izvedbo;
- je jasno **NAVEDEN V PRIJAVNICI**, sicer pa je nujna predhodna **PISNA ODOBRITEV s strani EACEA**

V primeru, da strošek podizvajanja presega 60.000 € → javno naročilo (tendering procedure) / dokumentacija je obvezna priloga k končnemu poročilu;



PREGLED OBRAZCA ZA PRORAČUN

ESTIMATED BUDGET								
DETAILED BUDGET - Expenditure								
Name of the beneficiary:			<insert the name of the applicant>					
Eligibility period of the project:			from: dd/mm/yyyy			until: dd/mm/yyyy		
IMPORTANT: please detail all categories of costs that you wish to select in the table below. Please break down all the costs. Some costs are pre-filled because they contain formulas. Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see guide for applicants)								
EURO	Business currency	Instrument	Check the rate following this link: http://europa.eu/eurofxref/	1.000000	EUR	Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals		
Please insert the exchange rate								
Able to recuperate VAT?			Quantity	Duration (day or month or year)	Unit cost	National currency or EURO	EURO (automatic conversion)	Procurement - Sub-contract only if > 60.000,00 EUR
	amount	currency				Total amount		
TRANSLATION COSTS								
1	Book n°1	<Insert the title of book n°1>				0,00 EUR	EUR 0,00	
1.1	Translator:	<Insert the name of the translator of book n°1>				0,00 EUR	EUR 0,00	
1.2	Translator:	<Insert the name of the translator of book n°1>				0,00 EUR	EUR 0,00	
2	Book n°2	<Insert the title of book n°2>				0,00 EUR	EUR 0,00	
2.1	Translator:	<Insert the name of the translator of book n°2>				0,00 EUR	EUR 0,00	
2.2	Translator:	<Insert the name of the translator of book n°2>				0,00 EUR	EUR 0,00	
3	Book n°3	<Insert the title of book n°3>				0,00 EUR	EUR 0,00	
3.1	Translator:	<Insert the name of the translator of book n°3>				0,00 EUR	EUR 0,00	
3.2	Translator:	<Insert the name of the translator of book n°3>				0,00 EUR	EUR 0,00	
4	Book n°4	<Insert the title of book n°4>				0,00 EUR	EUR 0,00	
4.1	Translator:	<Insert the name of the translator of book n°4>				0,00 EUR	EUR 0,00	
4.2	Translator:	<Insert the name of the translator of book n°4>				0,00 EUR	EUR 0,00	
5	Book n°5	<Insert the title of the book n°5>				0,00 EUR	EUR 0,00	
5.1	Translator:	<Insert the name of the translator of book n°5>				0,00 EUR	EUR 0,00	
5.2	Translator:	<Insert the name of the translator of book n°5>				0,00 EUR	EUR 0,00	
6	Book n°6	<Insert the title of the book n°6>				0,00 EUR	EUR 0,00	
6.1	Translator:	<Insert the name of the translator of book n°6>				0,00 EUR	EUR 0,00	
6.2	Translator:	<Insert the name of the translator of book n°6>				0,00 EUR	EUR 0,00	
7	Book n°7	<Insert the title of the book n°7>				0,00 EUR	EUR 0,00	
7.1	Translator:	<Insert the name of the translator of book n°7>				0,00 EUR	EUR 0,00	
7.2	Translator:	<Insert the name of the translator of book n°7>				0,00 EUR	EUR 0,00	
8	Book n°8	<Insert the title of the book n°8>				0,00 EUR	EUR 0,00	
8.1	Translator:	<Insert the name of the translator of book n°8>				0,00 EUR	EUR 0,00	
8.2	Translator:	<Insert the name of the translator of book n°8>				0,00 EUR	EUR 0,00	
9	Book n°9	<Insert the title of the book n°9>				0,00 EUR	EUR 0,00	
9.1	Translator:	<Insert the name of the translator of book n°9>				0,00 EUR	EUR 0,00	
9.2	Translator:	<Insert the name of the translator of book n°9>				0,00 EUR	EUR 0,00	

HVALA!

Center Ustvarjalna Evropa v Sloveniji / Motovila

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V KULTURNIH IN USTVARJALNIH SEKTORJIH

