



Erasmus+ / European Solidarity Corps Appeals Form

Please note that this form is for use by either:

1. **Erasmus+ or European Solidarity Corps (ESC) Applicants** (the person or organisation/institution submitting a grant application to the MT National Agency [EUPA]). Appeals may be considered where, for example, your application is unsuccessful. *Appeals in this case must specify either an administrative error on EUPA's part or which published procedure has not been followed.* EUPA will not consider information that was not included in the original application form.
2. **Erasmus+ or ESC Beneficiaries** (the person or organisation/institution who/which has signed the grant agreement issued by the EUPA), appeals may be considered in relation to your grant where, for example, you believe that your final grant amount may have been calculated incorrectly. *Appeals in this case must specify either an administrative error or the special condition and/or annex of the grant agreement, which has not been adhered to.*

If you require further clarification on an application outcome, assessment feedback or the calculation of a final grant amount then this form is not for you. Instead please email the EUPA Team with your query on eupa@gov.mt and our team will be happy to help.

Appeals which document non-specific evidence or which note dissatisfaction with the outcome of an application round or Final Report assessment will not be considered. In some cases these may be viewed as complaints and you might be asked to lodge a complaint via eupa@gov.mt which will be processed accordingly.



Appellant Organisation and Project Details

Erasmus+ or ESC Key Action (please delete as appropriate)	KA1 - KA2 - KA3 - ESC11 - ESC12 - ESC13 - ESC21 - ESC31 - ESC52
Field (please delete as appropriate)	Higher Education Vocational Education and Training School Education Adult Education Youth (Erasmus+)
Erasmus+ / ESC PIC reference number (if applicable)	
Organisation/institution name	
Application/grant agreement reference	

Appellant Contact Details

This must be from the legal signatory or the contact person for the project

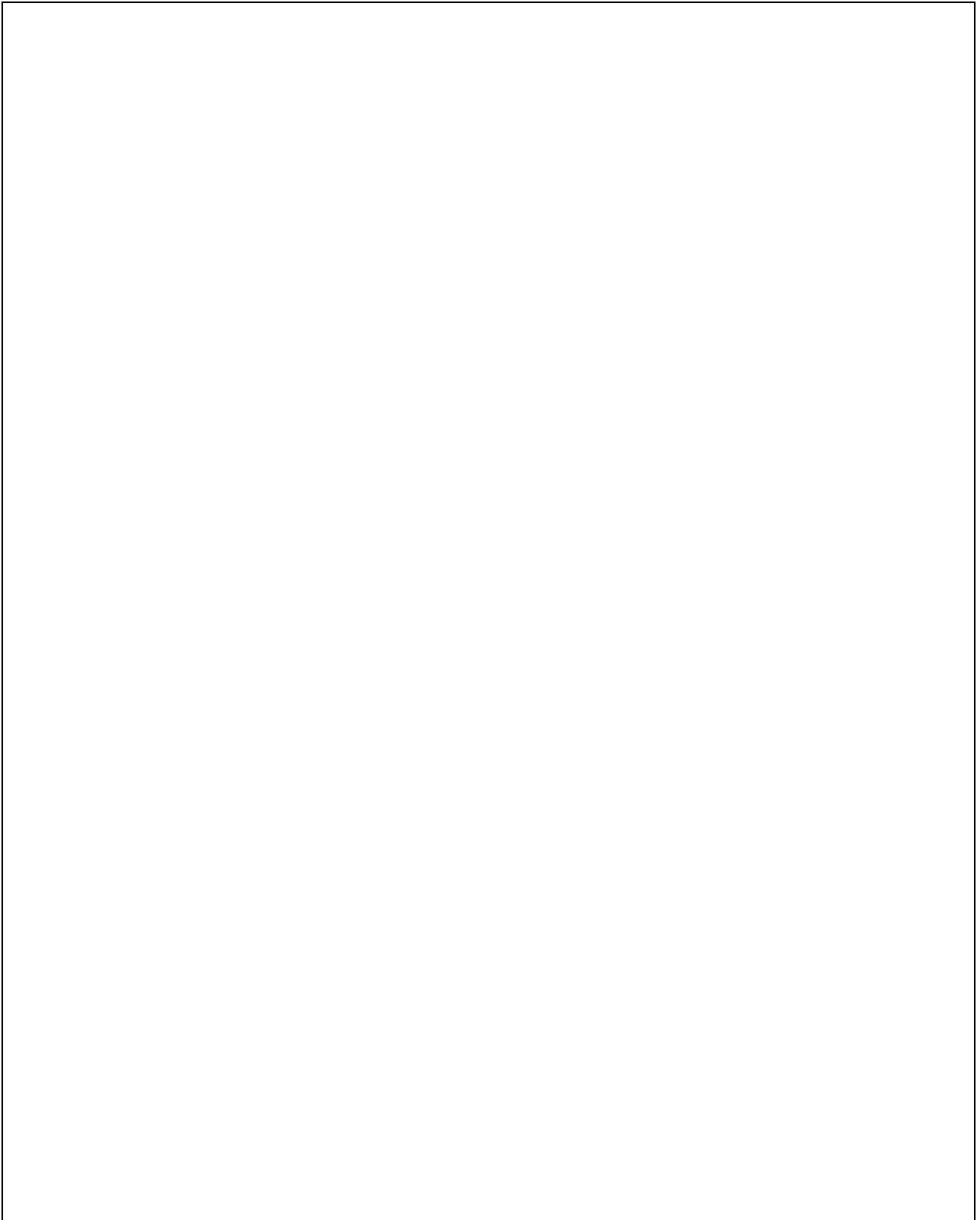
Project contact	Legal signatory <input type="checkbox"/>	Contact Person <input type="checkbox"/>
Forename(s)		
Family name		
Email address		
Telephone number		

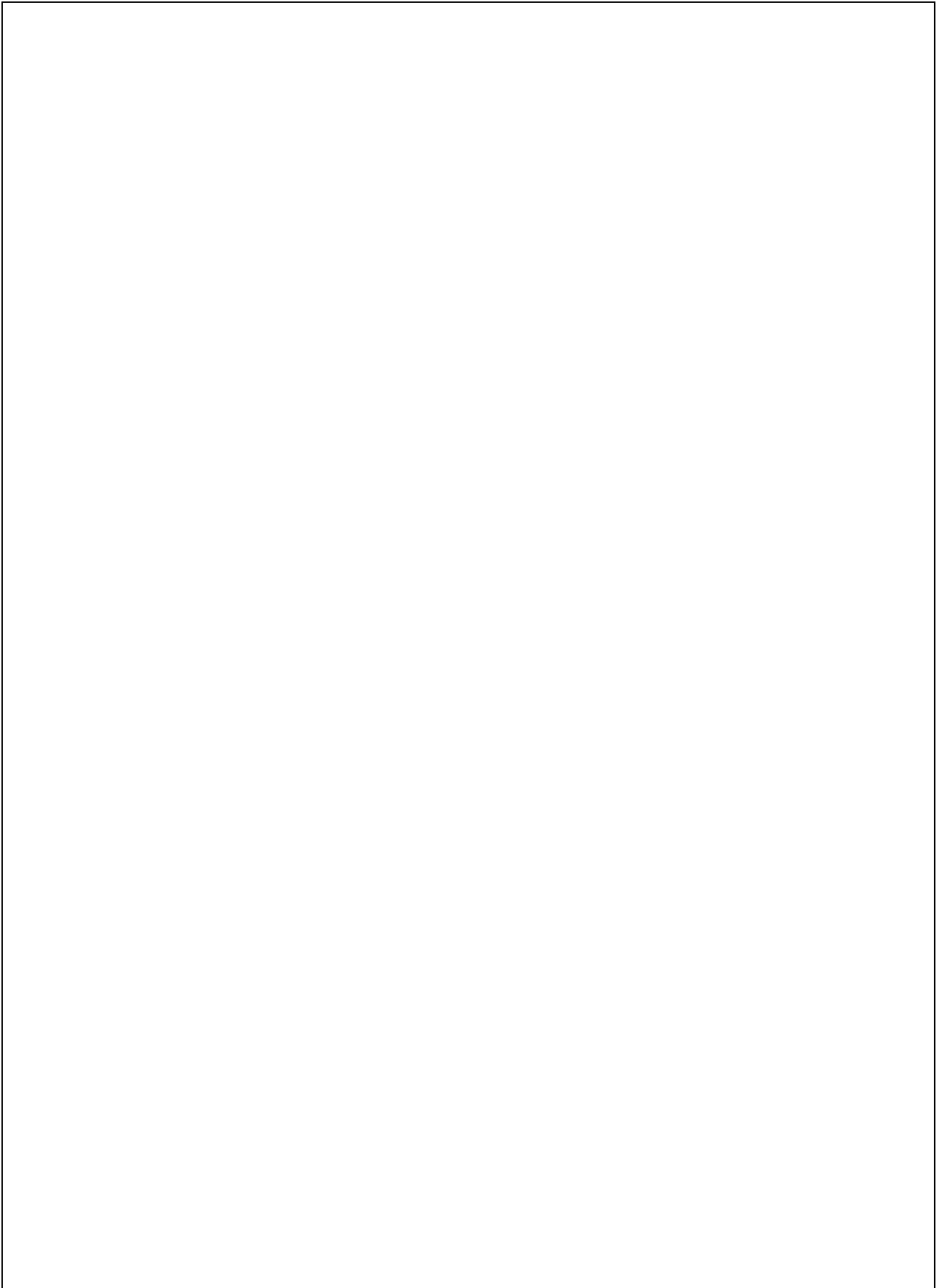


Appeal Details

<p>Nature of the Appeal Depending on the type of appeal please specify here either: 1. The exact <u>procedure</u> not followed; or 2. <u>The administrative error</u> made; or 3. The <u>section / condition / clause of the Grant Agreement</u> which has not been adhered to by the NA [After a grant agreement has been signed by the NA]</p>	
<p>Date of appeal submission</p>	

Please provide further details of why you would like to appeal a decision in no more than 2 pages (please note that if your appeal exceeds 2 sides of A4 you will be asked to reduce the word count and resubmit the form):







EUROPEAN
SOLIDARITY
CORPS



Erasmus+

Please send the completed form to the European Union Programmes Agency via email:

eupa@gov.mt