

**Standard notification form for training aid**

This form may be used for the notification pursuant to Article 88(3) of the Treaty of any aid scheme or individual aid measure covered by the framework on training aid (OJ C 343, 11.11.1998, p. 10).<sup>1</sup>

**1. MEMBER STATE**

- 1.1 Member State concerned: .....
- 1.2 Region concerned (where applicable): .....
- 1.3 Authority responsible: .....
- .....
- Official responsible: name: .....
- telephone: .....
- fax: .....

**2. IDENTIFICATION OF THE AID**

- 1.1 Title of aid .....
- .....
- .....
- 2.2 Scheme/aid provided under a scheme/individual aid measure
- 2.2.1  aid scheme
- 2.2.1  aid which is provided under a scheme but which must be notified individually (over €2.5 million)
- Which scheme?
- name: .....
- aid case number: .....
- date of Commission approval: .....
- 2.2.3  individual aid measure not covered by any scheme
- 2.3 In the case of a scheme (2.2.1), does it amend an existing scheme? yes/no
- If so, please specify:
- was the scheme notified to the Commission? yes/no
- aid case number: .....
- date of Commission approval: .....
- reference of approval letter: .....

---

<sup>1</sup> Training aid must be distinguished from employment aid, as noted in point 20 of the framework on training aid. Where employment aid not linked to an investment project includes a training component, it will be examined wholly as employment aid.

main amendments: .....  
.....  
.....  
.....

**3. LEGAL BASIS**

*(any legal instruments and implementing provisions that apply)*

3.1 Title: .....  
.....  
.....

3.2 Reference (where applicable): .....

**Please attach a copy of the final or draft text of the legal basis**

**4. RECIPIENTS**

4.1 The aid is available:  
 to all firms (large firms and small and medium-sized enterprises)  
 only to small and medium-sized enterprises<sup>2</sup>  
 the following recipient: .....

4.2 In the case of a scheme, estimate the number of recipients :

4.3 The recipients are situated:  
 in an unassisted region(s)  
 in a region(s) eligible for assistance under Article 87(3)(c)  
Specify: .....  
 in a region(s) eligible for assistance under Article 87(3)(a)  
Specify: .....

**5. PURPOSE OF THE AID**

5.1 Specify the purpose of the proposed aid (where appropriate, for each measure):.....  
.....  
.....  
.....  
.....  
.....

\_\_\_\_\_

<sup>2</sup> Within the meaning of the Commission recommendation of 3 April 1996 concerning the definition of small and medium-sized enterprises (OJ L 107, 30.4.1996).

5.2 Is the training specific or general? (where appropriate, specify for each measure)

Specific training

Description: .....  
.....  
.....  
.....  
.....  
.....  
.....

General training

Description: .....  
.....  
.....  
.....  
.....  
.....  
.....

5.3 Explain the incentive effect in the case of training projects for large firms outside assisted regions (where necessary, specify for each measure):.....

.....  
.....  
.....  
.....  
.....  
.....  
.....

**6. AID INSTRUMENTS**

In what form will the aid be available?

grant

tax relief

other (please specify): .....

.....  
.....

**7. ELIGIBLE COSTS**

Describe in detail the eligible costs for each aid instrument. In the case of aid schemes, the eligible costs are those for each grant of aid under the scheme :

		Description	Amount (where appropriate, maximum amount)
<input type="checkbox"/>		Trainers' personnel costs	
<input type="checkbox"/>		Trainers' and trainees' travel expenses	
<input type="checkbox"/>		other current expenses	
<input type="checkbox"/>		depreciation of tools and equipment, to the extent that they are used exclusively for the training scheme in question	
<input type="checkbox"/>		cost of guidance and counselling services with regard to the training project	
<input type="checkbox"/>		trainees' personnel costs up to the total amount of the other eligible costs specified above	
		<b>TOTAL</b>	

The eligible costs must be transparent and supported by documentary evidence (attach separate sheet if necessary).

**8. AID INTENSITIES**

8.1 What are the gross aid intensities expressed as a percentage of eligible costs? Specify for each measure and for each category of recipient (distinguish between SMEs and large firms and identify the regions in which the recipients are situated)

.....

.....

.....

.....

.....

.....

.....

**9. SPECIFIC INFORMATION ON SCHEMES**

9.1 What is the duration of the scheme? (deadline for the adoption of the administrative act conferring entitlement to aid on the firm):.....

.....

9.2 To which sectors does the scheme apply or which sectors are excluded?

.....  
.....  
.....  
.....  
.....  
.....  
.....

9.3 What is the budget for the scheme (where appropriate, broken down by year)?: ....

.....  
.....  
.....  
.....

**10. COMBINING DIFFERENT TYPES OF AID**

10.1 Can aid under one scheme (or individual aid measures) be combined with aid received from other local, regional, national or Community schemes to cover the same eligible costs?

yes     no

If so, what are the procedures involved and what is the maximum intensity: .....

.....  
.....  
.....  
.....  
.....