

**CALL FOR PROPOSALS – EAC/A02/2019**

**Erasmus+ Programme**

**KA 2 – Cooperation for Innovation and Exchange of Good Practices**

**SECTOR SKILLS ALLIANCES**

**INSTRUCTIONS FOR THE APPLICATION PACKAGE**

Contents

[1) Introduction 3](#_Toc497212532)

[2) Registration of the organisations in the participant portal 3](#_Toc497212533)

[3) Accessing and filling in the eForm 3](#_Toc497212534)

[3.1 Accessing the eForm 3](#_Toc497212535)

[3.2 eForm cover page 5](#_Toc497212536)

[3.3 List of partner organisations 5](#_Toc497212537)

[3.4 Part A - Identification of the applicant and other organisations participating in the project 5](#_Toc497212538)

[3.4.1 Part A.1 – Organisation 5](#_Toc497212539)

[3.4.2 Part A.2 and Part A.3 - Contact Person and Legal Representative 5](#_Toc497212540)

[3.5 Part B – Description of the project 6](#_Toc497212541)

[3.5.1 Part B.1 – Summary of the project 6](#_Toc497212542)

[3.5.2 Part B.2 – Topics addressed and Educational level 6](#_Toc497212543)

[3.5.3 Part B.3 – Dates 6](#_Toc497212544)

[3.6 Part C. Other 6](#_Toc497212545)

[4) eForm Attachments 7](#_Toc497212546)

[4.1 Attachments to the eForm 7](#_Toc497212547)

[4.2 Declaration of honour 7](#_Toc497212548)

[4.3 Detailed description of the project 7](#_Toc497212549)

[4.4 Budget tables 8](#_Toc497212550)

[5) Application's reference 11](#_Toc497212551)

[Annex I - Statistical Classification of Economic Activities in the European Community (NACE) codes 12](#_Toc497212552)

[Annex II - Glossary of terms (Explanation of the terms used in the Erasmus+ Programme Guide for Sector Skills Alliance action) 13](#_Toc497212553)

# 1) Introduction

For the Sector Skills Alliances presented under the Call EAC/A02/2019, applicants must use an online application form (eForm) and its attachments.

The purpose of the Instructions for the application package is to offer guidance on the content of the eForm (content-wise) and the application procedure.

Please note that it does not replace the specific '**eForm User Guide**' that is aimed at providing guidance on the technical aspects of completing and submitting the eForm that will be available at:<https://eacea.ec.europa.eu/PPMT/>.

# **2) Registration of the organisations in the participant portal**

In order to submit an application, beneficiaries (all organisations listed in the application form) will have to register their organisation in the Participant register hosted in the Funding & Tender Opportunities Portal and receive a Participant Identification Code (PIC). The PIC will be requested to generate the application form. Without this PIC code, no application will be possible. Affiliated entities of beneficiaries, if any, will also need to create their own PIC number.

The Participant register hosted in the Funding & Tender Opportunities Portal is the tool through which all legal and financial information related to organisations will be managed.

Information on how to register can be found in the portal under the following address:

[*https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register)*.*

Documents related to the organisation can also be uploaded in the portal. For Sector Skills Alliances, all organisations involved in one application – except the associated partners – should register.

For further information on eligible applicants, please refer to the Programme Guide.

# 3) Accessing and filling in the eForm

## 3.1 Accessing the eForm

Once you have carried out the organisations' registration procedure by obtaining a Participant Identification Code (PIC) for each organisation (except the associated partners), you can proceed with the creation of the eForm at: <https://eacea.ec.europa.eu/PPMT/>.

Under the heading *'Applications for funding*', you will have to select *'Create new application for funding*' and on the next page input the following information:

* **Programme:** Erasmus+
* **Funding opportunity:** Please choose the specific line related to the Call for Proposals 'EAC/A02/2019', action type KA2 - Cooperation for Innovation and Exchange of Good Practices – Sector Skills Alliances.
* You will have the possibility to choose the correct eForm for Lot 1 or Lot 2 when you will be generating the document. Please check carefully before selecting the **Action Type**:
* For Lot 1: Sector Skills Alliances for design and delivery of VET
* For Lot 2: Sector Skills Alliances for implementing a new strategic approach (“Blueprint”) to sectoral cooperation on skills
* **Language:** You have to choose the language version (EN, DE or FR) of the eForm by choosing it from the dropdown menu.
* **List of participating organisations:** Please add all participating organisations by entering the PIC number into the requested field. The applicant organisation is always listed as the first organisation in an application eForm. Consequently, when you create your application eForm, the applicant organisation selected below will automatically appear as the first partner in the eForm. If you wish to change the applicant organisation you need to go back to the Participant register and revise the list of partners.
* Once the eForm is created you will need to **assign a role for all the other organisations participating in the project proposal**. If your partnership complies with the minimum requirements, the error message will disappear after assigning all roles. From the dropdown menu you will have the possibility to choose the role of a partner or affiliated entity. Please list the affiliated entities after the partner they belong to. Please maintain the same numbering of participating organisations across all application package documents (eForm, Detailed project description and Budget tables).

At this stage, it is strongly recommended **to save the eForm** to your local computer or network drive, as it will not be possible to use the browser to fill this online application form. By not following this recommendation, you would encounter the risk to lose all the information entered so far (PICs etc.) and you would have to start the process again.

The eForm is an interactive PDF form that requires Adobe Reader software and applicants should ensure that they can install Adobe version 9 or higher on the computer they will be using to complete the application eForm. The eForm is downloaded onto your computer and can then be completed. Once the eForm is ready and the attachments have been loaded into the form, it has to be submitted using your internet connection.

To help you to verify that your application is complete, submission is only possible if all mandatory fields are filled out. If this is not the case error messages will guide you to the missing part(s).

You will be able to fill in the eForm by:

* Clicking inside a (text) field to enter data
* Clicking select options from dropdown lists, checkboxes, pop-up calendars and radio buttons
* Pressing on your keyboard the Tab key to move forward one field or Shift + Tab to move backward one field

## 3.2 eForm cover page

Most of the information contained on the cover page is protected and cannot be modified (greyed out lines). If the information pertaining to the Call and/or Action is incorrect, you need to go back to the eForm creation page to create the correct eForm for the Call/Action type you wish to apply to. The only information to be filled in on the cover page relates to the title of your project, the project acronym and the language used to complete the eForm which must be an official EU language.

Please note that the application form must be completed in one language only. It is recommended to use the language you are using as principal communication language in your partnership.

Please also note that the Grant Agreement of the Agency will be drawn up in English.

Page two of the eForm provides an overview of the partnership you entered during eForm creation process. In case some of this information is not correct, you have the opportunity to modify it by re-entering Participant register. There you will have the opportunity to revise the list of participating organisations by uploading your already created eForm. For this reason it is highly recommended to save your eForm on your computer.

## 3.3 List of partner organisations

This list will provide the name of all the organisations that participate in your proposal. It will also provide a number of validation messages. To be able to use the eForm, please be sure that all the items are marked as valid. Invalidity will make it impossible for you to validate or submit the eForm.

Please take note of the eligibility criteria as set out in the relevant part of the Programme Guide and the partnership composition requirements as defined for each Lot under section - Eligibility Criteria. **The affiliated entities are not taken into account for the minimum number of participating organisations**.

Please maintain the same numbering of participating organisations across all application package documents (eForm, Detailed project description and Budget tables).

## 3.4 Part A - Identification of the applicant and other organisations participating in the project

### 3.4.1 Part A.1 – Organisation

In the Participant register when adding participating organisations you can choose the Applicant Organisation and it will automatically be defined as such in the eForm. Most of the information contained in this page appears with grey lines meaning it is protected and not modifiable. The only field to be filled in on this page is the Region of the registered address, by using the dropdown list. Please note that fields related to Accreditation Type and to Accreditation number are not applicable for the present Call.

### 3.4.2 Part A.2 and Part A.3 - Contact Person and Legal Representative

In Part A2, complete the title, family name, first name, role in the organisation and e-mail address of the contact person.

As part of the eForm submission process, an email message acknowledging receipt of your eForm will be automatically sent to the email address entered for the contact person. If the contact person has a different address from the registered address of the organisation, click on the related box and provide the professional address and telephone number.

The contact person is the person responsible for the daily management and monitoring of the project activities, as well as for the submission of reports on activities and outcomes to the Agency. This person might be different from the Legal Representative.

The Legal Representative is the person authorised by the Applicant organisation to represent the organisation in legally binding agreements (only his/her signature will be accepted by the Agency on all documents related to the grant (e.g. Grant Agreement, Declaration of honor, any request for amendment, progress and final reports). You will have to fill in Part A.3 of the eForm in case the contact person is different from the Legal Representative of the project.

Each partner is numbered in the eForm, so to guarantee coherence across all your application documents, please ensure you use the same partner numbering when you fill in the following attachments of the eForm:

* Detailed project description
* Detailed budget table

## 3.5 Part B – Description of the project

### 3.5.1 Part B.1 – Summary of the project

Please provide a comprehensive summary of the main features, components and aspects of the project (e.g. scope, perspective, activities and benefits). Given the limited number of characters it has to be concise, clear and pertinent.

This summary must be written in English. Please assure good quality, as it will be published if your project is selected.

### 3.5.2 Part B.2 – Topics addressed and Educational level

Please choose the relevant ones for your project. In the text box, please describe how your project addresses the chosen topics. The field of educational level is automatically filled as Vocational Education and Training.

### 3.5.3 Part B.3 - Dates

The start date will be 1/11/2020 or 1/12/2020 or 1/01/2021.

**3.5.4 Part B.4 – Grant request**

This section invites applicants to complete budgetary figures. The table "Grant request" should be completed only after the duration has been put in (above) and after the excel budget sheets have been completed and validated: the amounts in the excel tables and in the Grant request must be identical. All budgetary information must be provided in Euro/€.

Please note that the grant amount of affiliated partners is included in the grant of the partner they are affiliated to (see the amount in Detailed budget table, sheet 'Overview', line for the relevant partner – column C marked 'only').

## 3.6 Part C. Other

C.2 - Please identify one specific economic sector this application addresses. For Lot 1 you should refer to the NACE classification codes available and included as Annex I to this document. The six pilot sectors that are eligible under Lot 2 **are not eligible** under Lot 1.

Please explain how your project will address the chosen sector and sub-sector.

C.3 - List of affiliated entities: Please fill in the table and indicate the partners to whom the affiliated entities are linked to.

# 4) eForm Attachments

## 4.1 Attachments to the eForm

The eForm includes **3** compulsory attachments:

1. Declaration of honour
2. Detailed description of the project (Word document)
3. Budget tables (Excel document)

## 4.2 Declaration of honour

The applicant must submit the Declaration of honour, completed and duly signed by the legal representative (same person as in Part A3. of P1 in the eForm) of the applicant organisation only (not the partners). Please do not delete or adapt any parts that are not marked in grey italics in square brackets. Additionally we kindly ask you to carefully tick the provided YES/NO boxes.

Given that the Declaration of honour needs to be signed by the applicant's legal representative you need to scan it after signature and attach it as scanned PDF.

## 4.3 Detailed description of the project

This Word annex must be completed in one language only (the same language as used in the eForm). The language used to complete the project description must be an official EU language and must be the language understood by **all** the members of your consortium. This is also in line with the Declaration of honour, which states that all the partners and affiliated entities, if applicable, must have agreed to the content of the application and must have confirmed their intention to carry out the tasks described.

Questions address either both lots or only one or the other as indicated at the beginning of each question.

For adding information in new columns/rows in tables of the document, please use the copy-paste or the insert row/column function of your computer.

Please note that a recommended number of characters is indicated above the comment box (*e.g. Part 0.2 - Summary of the project, where the recommendation is set at 2000 characters*). As this is a word document, it is possible to insert pictures and diagrams into the text boxes. However, please do limit those in order to avoid any potential problem during the submission of the application as the maximum capacity of the Application Package (eForm + four annexes) is 10 MB.

The Detailed Description comprises 7 parts:

Part 0. Summary of the application and involvement in previous relevant projects

Part I. Relevance of the project

Part II. Quality of the project design and implementation

Part III. Quality of the project team and the cooperation arrangements

Part IV. Impact and dissemination

Part V. Additional project information (if applicable)

Part VI. Work plan and work packages

## 4.4 Budget tables

This section provides information related to the funding system applicable to the Call as well as practical information for the completion of the Budget tables (Excel Workbook).

**Practical information for the completion of the detailed budget table**

For every work package and the activities related to it, you have to estimate the number of days needed per category and country group of each beneficiary. The number of days will be multiplied by the corresponding unit cost indicated in the Programme Guide. The sum of these together will constitute the total grant you will receive for the project.

This global amount will cover all activities of the work package, be it meetings, translations, travel, intellectual work, equipment, subcontracting, etc. The unit cost is not to be considered as a reimbursement of actual staff costs but as means of determining the grant amount. However, the estimated days should be realistic and will be assessed during the evaluation stage made by the Agency. Those days will have to be proven at final report stage to confirm the grant amount calculated.

The unit costs system simplified the requirements for introducing the application (based on the estimation of the staff days) and the claiming at the final report stage (based on the incurred staff days).

However, in order to have a clear vision of the expenses foreseen during the implementation, we suggest making an estimation of all the expenses and only after complete the budget application form with the staff days needed. This approach will give you an accurate estimation of the co-financing %.

The same approach is suggested for the implementation and should be taken into account for the supporting documents to be asked/agreed and provided/kept within the partnership.

At the time being the approach of the Agency is to mainly ask supporting documents directly related to the working days of the employed staff (employment contracts, pay slips, time sheets, prof of payments, etc.) but, if needed, due to a in deep desk review or an Audit, the Agency could contractually ask all the supporting documents for verifying: the implementation of the activity itself and being acknowledge of the costs that have been generated during the implementation of the activities.

Overview of individual sheets

In the first sheet (I and II Overview) please choose the Lot for which you are applying for (Lot 1 or Lot 2). The Excel Workbook must be completed and annexed to the eForm as a part of the application package.

The detailed budget consists of the following individual sheets:

Sheet: I and II. Overview (part I – consolidated figures and part II – Distribution of grant by organisation)

Sheet: III. Project implementation support

*Sheet: IV. Not applicable for this action*

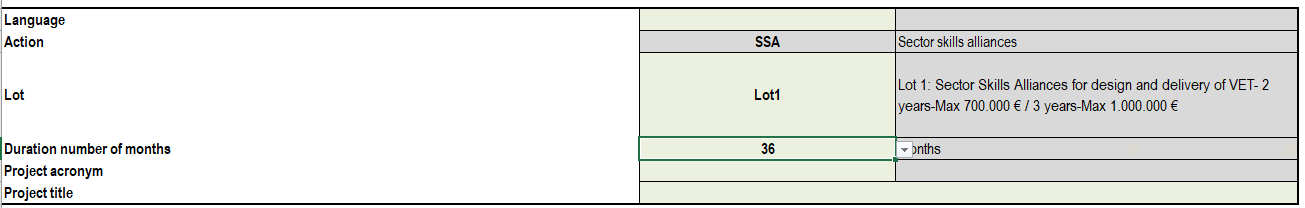
Sheet: V. Work packages overview

General remarks:

* Only the light green cells should be completed by the applicant.
* Certain validation checks need to be undertaken in order to respect the rules and thresholds that apply to some of the costs. The aim is to ensure that applicants present correct, coherent and completed budgets.
* All figures must be presented in Euros, but no currency symbol is required. Please enter only whole numbers, and no fractions or decimals must be used.
* In order to allow the validation checks to function correctly, please do not copy/paste data from any other file and you must not link the budget table to any external tables. All figures must be entered manually into the budget table.
* Sheet 1 and II (Overview) lists the partners and affiliated entities (if applicable), and presents a summary of the financial data supplied. It should be completed before the other sheets. This is because some of the data entered into sheet 1 are automatically reported to the other sheets.
* The form is available in English, French and German.
* Please indicate clearly the name and country of the consortium partners in Sheet 1 (Overview) from row 30.

**I and II. Overview**

**Identification** of the project: This section provides main elements of the project



**Language**: Please select a language. Note that only English, French and German is available.

|  |  |
| --- | --- |
| Language | Language selected |
| Action | Language selected |
|  | English |
|  | Français |
| Duration number of months | Deutsch |

**Duration**: The start and end dates have to be identical with those of the eForm and have to be compliant with section 3.5.3 Part B.3 - Project dates above.

Project **Acronym:** Enter the project acronym which needs to be identical to the one in your eForm.

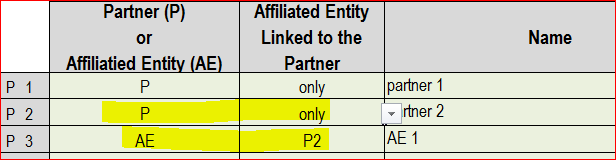
Project **Title:** Please enter the project which needs to be identical with the one in your eForm.

**Part I. Consolidated figures**

The section Part I is automatically completed by formulas. A warning message appears if the maximum has been exceeded.

**Part II. Distribution of grant by organisation**

Partner: In section Part II, all organisations participating in the project should be listed, following the same order as in the eForm (cf. p. 2). Every single partner should be identified with a role in column C (P for partner and AE – affiliated entity). In column H for affiliated entity the partner's number with whom affiliated entity has a link has to be selected and for partner – the option 'only' should be chosen. Names of partners and affiliated entities have to be filled in and a country has to be selected from the country drop down list. Note: P1 is the applicant organisation.



1. **Project implementation support**

Please indicate for each partner and each related affiliated entity in each category of staff the number of days to be worked on the project. **The staff costs for affiliated entities will automatically appear under the name and country of the partner they are linked to**.

Where different salary levels apply to staff members working for the same partner (and/or affiliated entity) and belonging to the same category, an average amount per day/per category must be calculated and recorded.

Partner number: The selection should be done from the drop down list.

The information regarding partner name and partner country will be automatically retrieved from the first worksheet (Overview).



The four categories available when completing the worksheet are defined as follows:

* Manager: This staff category includes legislators, senior officials and managers (Staff Category 1 of the ISCO-88 (COM)
* Teacher/Trainer/Researcher: This staff category includes science, health, teaching and other professionals (Staff Category 2 of the ISCO-88 (COM))
* Technician: This staff category includes technicians and associate professionals (Staff Category 3 of the ISCO-88 (COM))
* Administrative: This staff category includes office and customer service clerks (Staff Category 4 of the ISCO-88 (COM))

More information please see the ISCO (International Standard Classification of Occupations) webpage <http://www.ilo.org/public/english/bureau/stat/isco/>

Number of working days on the project:

|  |
| --- |
|  |
|  |
|  |
|  |

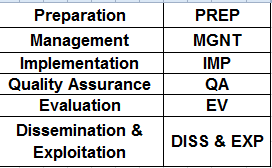
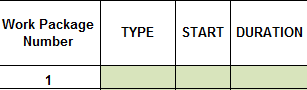
Please list the number of working days per category for each partner. Please note that this is related to permanent, temporary, and interim staff employed by partner organisations and/or affiliated entities) as listed in the eForm Annex – **Detailed description of the project.** Overview of consortium partners involved and resources required with an employment contract and assigned to the project implementation.

The estimated staff cost results from multiplication of (the number of persons per category x the number of days x the cost per day).

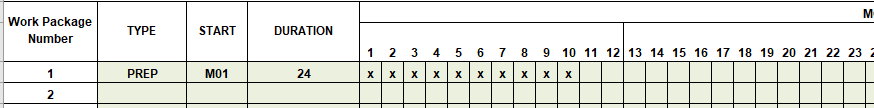
Learners, volunteers and persons working through subcontracting (e.g. freelancers, self- employed person) **cannot be considered as staff member(s)**

1. ***The sheet IV is not applicable for this action***
2. **Work packages overview**

Please indicate for each work package the type of activity involved, the estimated start and duration.

Use the work packages reference numbers as they appear in the "Detailed project Description" and tick the corresponding cells:



# 5) Application's reference

If you have already submitted this or a similar application under a previous Call for Proposals please indicate it by ticking a YES or NO box.

Additionally please provide the first 6 digits of the reference number of the previous application in the space provided.

# Annex I - Statistical Classification of Economic Activities in the European Community (NACE) codes

|  |  |
| --- | --- |
| A | AGRICULTURE, FORESTRY AND FISHING |
| B | MINING AND QUARRYING |
| C | MANUFACTURING |
| D | ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY |
| E | WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES |
| F | CONSTRUCTION |
| G | WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES |
| H | TRANSPORTATION AND STORAGE |
| I | ACCOMMODATION AND FOOD SERVICE ACTIVITIES |
| J | INFORMATION AND COMMUNICATION |
| K | FINANCIAL AND INSURANCE ACTIVITIES |
| L | REAL ESTATE ACTIVITIES |
| M | PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES |
| N | ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES |
| O | PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY |
| P | EDUCATION |
| Q | HUMAN HEALTH AND SOCIAL WORK ACTIVITIES |
| R | ARTS, ENTERTAINMENT AND RECREATION |
| S | OTHER SERVICE ACTIVITIES |
| T | ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE |
| U | ACTIVITIES OF EXTRATERRITORIAL ORGANISATIONS AND BODIES |

<http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode>=

# Annex II - Glossary of terms

# (Explanation of the terms used in the Erasmus+ Programme Guide for Sector Skills Alliances)

**Basic skills**: Literacy, mathematics, science & technology; these skills are included in the key competences (see below).

**Curriculum**: Inventory of activities related to the design, organisation and planning of an education or training action, including definition of learning objectives, content, methods (including assessment) and material, as well as arrangements for training teachers and trainers.

**Enterprise:** Any undertaking engaged in an economic activity regardless of its size, legal form or of the economic sector in which it operates.

**Key competences**: The basic set of knowledge, skills and attitudes which all individuals need for personal fulfilment and development, active citizenship, social inclusion and employment, as described in Recommendation 2006/962/EC of the European Parliament and of the Council.

**MOOC**: An abbreviation for "Massive Open Online Course," a type of course that is completely delivered online, is open to be accessed by anyone without cost, entry qualifications or other restrictions and often have large participant numbers. They can have in-person components, e.g. encouraging local participant meetings, and formal assessment, but tend to use peer review, self-assessment and automated grading. There are many variations of MOOCs, e.g. focused on specific sectors, target groups (e.g. vocational focus, teachers, etc.) or teaching methods. MOOCs funded under Erasmus+ have to be open for all and both the participation and a certificate or badge of completion are free of charge for participants. Please note that the open access requirement for educational resources applies also to MOOCs and other complete courses. **VOOC:** Vocational Open Online Course, it is a form of Massive Open Online Course (MOOC), but focused on Vocational training tacking into account the VET teaching and learning particularities.

**Occupational profile**: The set of skills, competences, knowledge and qualifications that is usually relevant for a specific occupation.

**Open access**:A general concept of publishing materials of a specific kind openly, i.e. to be accessible and usable by the largest possible user group and for the largest number of use cases. Erasmus+ has an Open Access Requirement for educational resources and encurages Open Access of research results and data.

**Open licence**: A way for copyright holders (creators or other rightholders) to grant the general public the legal permission to freely use their work; in the context of the Erasmus+ Open Access Requirement, the applied open license must permit at least use, adaptation and distribution. The open license should be indicated on the work itself or wherever the work is distributed. Educational materials with an open license are called Open Educational Resources (OER).

**Qualification**: The formal outcome (certificate, diploma or title) of an assessment process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards and/or possesses the necessary competence to do a job in a specific area of work. A qualification confers official recognition of the value of learning outcomes in the labour market and in education and training.

**Qualification standard**: The norms and specifications regulating the award of a certificate or diploma. They are directly related to occupation standards, education standards and assessment standards.

**Smart specialisation strategies**: Smart specialisation is a strategic approach to economic development through targeted support for research and innovation and was announced in the ['Innovation Union](http://ec.europa.eu/research/innovation-union/index_en.cfm)' flagship initiative of the Europe 2020 Strategy as the key action of Cohesion Policy in the field of innovation. The development of "research and innovation strategies for smart specialisation" was proposed as a pre-condition for countries and regions availing of the European Regional Development Fund (ERDF) and European Agricultural Fund for Rural Development (EAFRD). The aim is to ensure more effective and efficient innovation policy strategies at national and regional level to maximise the impact of EU investment.

**Social enterprise:** An undertaking, regardless of its legal form, which is not listed on a regulated market within the meaning of point (14) of Article 4(1) of Directive 2004/39/EC, and which: 1) in accordance with its articles of association, statutes or any other statutory document establishing the business, has as its primary objective the achievement of measurable, positive social impacts rather than generating profit for its owners, members and stakeholders, where the undertaking: a) provides innovative services or goods which generate a social return and/or b) employs an innovative method of production of goods or services and that method of production embodies its social objective; 2) reinvests its profits first and foremost to achieve its primary objective and has in place predefined procedures and rules for any circumstances in which profits are distributed to shareholders and owners, in order to ensure that any distribution of profits does not undermine the primary objective; 3) is managed in an entrepreneurial, accountable and transparent way, in particular by involving workers, customers and/or stakeholders affected by its business activities.

**Soft** or **transversal skills** are the ability to think critically, to take initiative, to problem solving and to work collaboratively; these skills are included in the key competences (see below).

**Spill-over effect**: The [effects](http://dictionary.cambridge.org/dictionary/english/effect) of an [activity](http://dictionary.cambridge.org/dictionary/english/activity) that have [spread](http://dictionary.cambridge.org/dictionary/english/spread) [further](http://dictionary.cambridge.org/dictionary/english/further) than was [originally](http://dictionary.cambridge.org/dictionary/english/originally) [intended](http://dictionary.cambridge.org/dictionary/english/intended). In economics it means [any](http://www.webster-dictionary.org/definition/any) [indirect](http://www.webster-dictionary.org/definition/indirect) [effect](http://www.webster-dictionary.org/definition/effect) [of](http://www.webster-dictionary.org/definition/of) [public](http://www.webster-dictionary.org/definition/public) [expenditure](http://www.webster-dictionary.org/definition/expenditure).

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