Version 1

11 I 2021

Application form – OFFLINE TEMPLATE

First Call for Proposals

**Disclaimer:**

Please note that this is not the official application form but only an offline template for information and guidance purposes. This offline template shall not be submitted to the programme. In order to apply to the first call for proposals. Applications can exclusively be submitted via the Interreg CENTRAL EUROPE [joint electronic monitoring system (Jems)](https://jems.interreg-central.eu).

The application form in Jems will become available to applicants at least three weeks before the closure of the call.

We will do our utmost to ensure a high level of consistency between this offline template and the final application form in Jems but please be aware that there might be slight differences with regard to wording, overview tables and character limitation. To this end, please note that, in this template, character limits are set for most text boxes. Such limits shall not be exceeded since Jems will not allow longer texts. There are however a few text boxes for which a recommended maximum number of characters is indicated. This means that, for such text boxes, Jems will allow more space.

PART A – Project identification

A.1 Project identification

|  |  |  |
| --- | --- | --- |
| Project ID |  | *Automatically generated*  |
|  |  |  |
| Name of the lead partner organisation (in English language) |  | *Automatically filled in from part B* |
|  |  |  |
| Project title |  | Project acronym |
| *Enter title here [max 200 characters]* |  | *Enter acronym here [max 25 characters]* |
|  |  |  |
| Programme priority |  | Programme priority specific objective |
| *Select from drop-down* |  | *Select from drop-down of objectives that belong to the selected programme priority*  |
|  |  |  |
| Project duration (nr. of months) |  | *Enter a number* |

A.2 Project summary

|  |
| --- |
| Please a short overview of the project and describe: * the common challenge of the programme area your project is tackling;
* the overall project objective and the expected change your project will make to the current situation;
* what is innovative about your project;
* the main outputs and results your project will develop and who will benefit from them;
* the implementation approach you plan to take and why transnational cooperation is needed.
 |
| *Enter text here [max 2000 characters]* |

A.3 Project partner overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner number | Project partner – name of the organisation | Partner role in the project | NUTS (country, if NUTS not applicable) | Partner total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

A.4 Project budget overview

|  |  |  |
| --- | --- | --- |
| Programme funding | Contribution | Total eligible budget |
| Funding source | Funding amount | Co-financing rate (%) | Public contribution | Private contribution | Total partner contribution |
| Public contribution | Auto. public contribution | Total public contribution |
| *ERDF* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *TOTAL* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

A.5 Project outputs and result overview

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme output indicator | Measurement unit | Aggregated value per programme output indicator | Project output number | Project output(Output title) | Output target value | Programme result indicator | Measurement unit | Result indicator target value |
| *From WPs* | *From WPs* | *Automatically calculated* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | From WPs | *From C.5* |
| *From WPs* | *From WPs* | *From WPs* |
| *From WPs* | *From WPs* | *Automatically calculated* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From C.5* |
| *From WPs* | *From WPs* | *From WPs* |
| *From WPs* | *From WPs* | *From WPs* |

PART B – Project partners

B.0 Partner overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner number | Organisation abbreviation | Partner role in the project | NUTS (country, if NUTS not applicable) | Partner total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

B.1 Project partner 1

B.1.1 Partner identity

|  |  |  |
| --- | --- | --- |
| Partner role in the project |  | *Drop-down list: lead partner, project partner*  |
| Partner Nr. |  | *Automatically generated (upon submission of AF)*  |
| Abbreviated name of organisation |  | *Enter here [max 15 characters]* |
| Name of organisation in original language  |  | *Enter here [max 100 characters]* |
| Name of organisation in English |  | *If existing, using the official translation [max 100 characters]* |
| Department /unit / division |  | *If applicable, enter here [max 250 characters]* |

B.1.2 Partner main address

|  |  |  |
| --- | --- | --- |
| Country (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| *Drop-down* |  | *Drop-down* |
|  |  |  |
| Street |  | House number |
| *Enter here [max 50 characters]* |  | *Enter here [max 20 characters]* |
|  |  |  |
| Postal code |  | City |
| *Enter here [max 20 characters]* |  | *Enter here [max 50 characters]* |
|  |  |  |
| Homepage |  | *Enter here [max 250 characters]* |

Address of department / unit / division (if applicable)

|  |  |  |
| --- | --- | --- |
| Country (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| *Drop-down* |  | *Drop-down* |
|  |  |  |
| Street |  | House number |
| *Enter here [max 50 characters]* |  | *Enter here [max 20 characters]* |
|  |  |  |
| Postal code |  | City |
| *Enter here [max 20 characters]* |  | *Enter here [max 50 characters]* |
|  |  |  |

B.1.3 Legal and financial information

|  |  |  |
| --- | --- | --- |
| Type of partner |  | *Drop-down pre-defined list (see Annex 1 – Type of partner and target group classification)* |

|  |  |  |
| --- | --- | --- |
| Subtype of partner |  | *Drop-down (Micro/small/medium-sized/large enterprise).* |

|  |  |  |
| --- | --- | --- |
| Legal status |  | *Drop-down (public\*/ private\*)* |

|  |  |  |
| --- | --- | --- |
| Sector of activity at NACE group level |  | *Drop-down menu – Please refer to the statistical classification of economic activities NACE Rav. 2 (2008) available via the [*[*link*](https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC) *to the Eurostat website]* |

|  |  |  |
| --- | --- | --- |
| Co-financing rate (%) |  | *Automatic from B.1.8 Partner co-financing* |
| VAT number |  | *Enter here [max 50 characters]* |
| Other identifier number (if VAT number is not available, some other organisation identifier should be used) |  | *Enter here [max 50 characters]* |
| Other identifier description (specification of the type of identifier) |  | *Enter here [max 100 characters]* |
| PIC (from EC participant register), if available |  | *Enter PIC number* |

B.1.4 Legal representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title *(e.g. Mr, Ms, Mx)* |  | First name |  | Last name |
| *Enter here [max 25 characters]* |  | *Enter here [max 50 characters]* |  | *Enter here [max 50 characters]* |

B.1.5 Contact person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title *(e.g. Mr, Ms, Mx)* |  | First name |  | Last name |
| *Enter here [max 25 characters]* |  | *Enter here [max 50 characters]* |  | *Enter here [max 50 characters]* |

|  |  |  |
| --- | --- | --- |
| E-mail address |  | Telephone |
| *Enter here [max 255 characters]* |  | *Enter here [max 25 characters]* |

B.1.6 Partner motivation, expertise and contribution

|  |
| --- |
| Please describe the organisation’s thematic competences and experiences relevant for the project. Please also describe what is the main business of the organisation and if the organisation is normally performing economic activities on the market. |
| *Enter text here [max 2000 characters]* |
|  |
| What is the role and involvement (contribution and main activities) of your organisation in the project?  |
| *Enter text here [max 2000 characters]* |
|  |
| If you are the project lead partner, please describe here your organisation’s capacity and experience in managing and coordinating EU co-financed projects or other international projects. If you are the project partner that will coordinate communication (i.e. taking over the role of project communication manager), please describe here what are your organisation’s relevant communication competences and experiences.  |
| *Enter text here [max 2000 characters]* |
|  |

B.1.7 Budget

**Partner Budget Options**

|  |  |
| --- | --- |
| □ | Staff costs flat rate (20% of direct costs) |
| □ | Office and administration flat rate based on direct staff costs (15% of Staff costs) |
| □ | Travel and accommodation flat rate \_\_\_% of Staff costs |
| □ | Other costs flat rate (40% of Staff Costs) |

**Partner Budget**

Staff Costs

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Entry field for total | Total | Period 1 | Period 2 | Period 3 | Period … | Gap |
| *Enter here* | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* |

Office and administration

Total Office and administration flat rate is calculated by applying the rate (%) to the total Staff costs

|  |  |
| --- | --- |
| Flat rate for office and administration | Total |
|  | *Automatically filled in* |

Travel and accommodation

Total Travel and accommodation flat rate is calculated by applying the rate (%) to the total Staff costs

|  |  |
| --- | --- |
| Flat rate for travel and accommodation | Total |
|  | *Automatically filled in* |

External expertise and services

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Entry field for total | Total | Period 1 | Period 2 | Period 3 | Period … | Gap |
| *Enter here [max 255 characters]* | *Enter here* | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here in* | *Automatically filled in* |
| *+* |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |  |

Equipment

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Investment | Entry field for total | Total | Period 1 | Period 2 | Period 3 | Period … | Gap |
| *Enter here [max 255 characters]* | *Drop-down menu* | *Enter here* | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* |
| *+* |  |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |  |

Infrastructure and works

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Investment | Entry field for total | Total | Period 1 | Period 2 | Period 3 | Period … | Gap |
| *Enter here [max 255 characters]* | *Drop-down menu* | *Enter here* | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here in* | *Automatically filled in* |
| *+* |  |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |  |

B.1.8 Co-financing

|  |  |  |
| --- | --- | --- |
| Source | Amount | Percentage |
| *Drop-down menu* | *Automatically filled in* | *Enter here* |
| *Partner Contribution* | *Automatically filled in* | *Automatically filled in* |
| *Partner total eligible budget* | *Automatically filled in* | *Automatically filled in* |

Origin of partner contribution

|  |  |  |  |
| --- | --- | --- | --- |
| Source of contribution | Legal status  | Amount | % of total partner budget |
| *Partner organisation automatically filled in* | *Drop-down menu*  | *Enter here* | *Automatically filled in* |
| *+ Add new contribution origin* | *Drop-down menu* | *Enter here* | *Automatically filled in* |

|  |  |  |
| --- | --- | --- |
| Contribution | Amount | % of total partner budget |
| *Sub-total public contribution*  | *Automatically filled in* | *Automatically filled in* |
| *Sub-total automatic public contribution* | *Automatically filled in* | *Automatically filled in* |
| *Sub-total private contribution* | *Automatically filled in* | *Automatically filled in* |
| *Total* | *Automatically filled in* | *Automatically filled in* |

B.1.9 State Aid information

1. **Is the partner involved in economic activities within the project?**

Please answer the questions below. If “Yes”, briefly explain.

|  |  |  |
| --- | --- | --- |
| **State Aid question** | **Answer** | **Justification** |
| 1. Will the partner implement activities and/or offer goods/services for which a market exists?
 | *Yes/No* | *Enter text here [max 1000 characters]* |
| 1. Are there activities/goods/services that could have been undertaken by an operator with the view of making profit (even if this is not the partner’s intention)?
 | *Yes/No* | *Enter text here [max 1000 characters]* |

1. **Does the partner and/or any third party receive a selective advantage within the project?**

Please answer the questions below. If “Yes”, briefly explain.

|  |  |  |
| --- | --- | --- |
| **State Aid question** | **Answer** | **Justification** |
| 1. Does the partner gain any benefits (or is relieved of any costs) from the economic activities mentioned under section A, which it would not have received in the normal course of business, i.e. in the absence of funding granted through the project?
 | *Yes/No* | *Enter text here [max 1000 characters]* |
| 1. Does any economic operator (e.g. SMEs) that is outside the partnership (i.e. not listed as partner in the application form) receive an advantage through activities carried out by the partner within the project?
 | *Yes/No* | *Enter text here [max 1000 characters]* |

|  |  |
| --- | --- |
| C. State aid relevant activities (select from drop-down menu based on C.4 entries) | *Multiply choice selection of project partner's WPs activities numbers from C.4. work plan* |
| D. State aid regime (to be filled in ONLY after **project selection**)  | *Drop down list (GBER article 20/ GBER article 20a / de minimis)* |

**B.1 Project partner 2**

*All sections from B.1.1-B.1.9 repeated*

**B.1 Project partner 3**

*All sections from B.1.1-B.1.9 repeated*

B.2 Associated partner

**Associated partners overview**

|  |  |  |
| --- | --- | --- |
| Partner number | Name of associated partner | Associated to project partner |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

|  |  |  |
| --- | --- | --- |
| Associated partner number |  | *Automatically generated by the system (upon AF submission)* |
| Name of organisation in original language |  | *Enter here [max 100 characters]* |
| Name of organisation in English |  | *If existing, using the official translation [max 100 characters]* |
| Partner to which the organisation is associated |  | *Drop-down* |

|  |  |  |
| --- | --- | --- |
| Country (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| *Drop-down* |  | *Drop-down* |
|  |  |  |
| Street |  | House number |
| *Enter here [max 50 characters]* |  | *Enter here [max 20 characters]* |
|  |  |  |
| Postal code |  | City |
| *Enter here [max 20 characters]* |  | *Enter here [max 50 characters]* |

Legal representative (Not applicable - not to be filled in)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  |  | Last name |
| *Enter here [max 25 characters]* |  | *Enter here [max 50 characters]* |  |  | *Enter here [max 50 characters]* |

Contact person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title *(e.g. Mr, Ms, Mx)* |  | First name |  | Last name |
| *Enter here [max 25 characters]* |  | *Enter here [max 50 characters]* |  | *Enter here [max 50 characters]* |

|  |  |  |
| --- | --- | --- |
| E-mail address |  | Telephone |
| *Enter here [max 255 characters]* |  | *Enter here [max 25 characters]* |

|  |
| --- |
| Please describe the role of the associated partner in the project and why its involvement is important for the achievement of the project specific objectives.  |
| *Enter text here [max 2000 characters]* |

PART C – Project description

C.1 Project overall objective

|  |
| --- |
| Programme priority specific objective |
| *(Automatically inserted once it is selected in section A.1)* |

**Project overall objective**

Please define the overall objective of the project.

* Make sure that it clearly contributes to the selected programme specific objective.
* The overall objective should provide the general context for what your project aims to achieve.
* It should describe the broader goal of the project for the benefit of its target group(s) and should point to the results (change) to be achieved by the project.

|  |
| --- |
| *Enter text here [max 500 characters]* |

C.2 Project relevance and context

|  |
| --- |
| C.2.1 What are the territorial challenge(s) that will be tackled by your project?Please describe which specific challenges and needs are addressed by your project and why they are relevant for the overall programme area, (please refer to chapter 1 and 2 of the Interreg CENTRAL EUROPE Programme document). |
| *Enter text here [recommended max 2000 characters]*  |
|  |
| C.2.2 How does the project tackle identified challenges and needs and what is new about the approach of your project?Please describe the project approach chosen to address the challenges and needs described above. Please also explain how the approach goes beyond existing practice in the sector/programme area/participating countries demonstrating the innovativeness of the approach. |
| *Enter text here [recommended max 3000 characters]*  |
|  |
| C.2.3 Why is transnational cooperation needed to achieve the project objectives and results?Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and describe what is the added value for the partnership and the project area in taking a transnational cooperation approach.  |
| *Enter text here [recommended max 2000 characters]*  |

C.2.4 Who will benefit from your project outputs and results?

Please select the target groups from the drop-down list, which are relevant for your project. For each of them please provide a more detailed specification and explain how they will benefit from your project outputs and results. Please ensure consistency with the target groups defined in the work plan (section C4).

|  |  |
| --- | --- |
| Target group  | Specification  |
| *Select from drop-down* | *Enter text [recommended max 500 characters]*  |
| *Select from drop-down* | *Enter text [recommended max 500 characters]* |
| *Select from drop-down* | *Enter text [recommended max 500 characters]* |

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute and briefly describe in what way.

|  |  |
| --- | --- |
| Strategy | Contribution |
| EU Green Deal  | [ ]  | *Enter text [recommended max 500 characters]* |
| Territorial Agenda 2030 | [ ]  | *Enter text [recommended max 500 characters]* |
| EU Strategy for the Danube Region (EUSDR) | [ ]  | *Enter text [recommended max 500 characters]* |
| EU Strategy for the Adriatic and Ionian Region (EUSAIR) | [ ]  | *Enter text [recommended max 500 characters]* |
| EU Strategy for the Baltic Sea Region (EUSBSR) | [ ]  | *Enter text [recommended max 500 characters]* |
| EU Strategy for the Alpine Region (EUSALP) | [ ]  | *Enter text [recommended max 500 characters]* |
| Other  | [ ]  | *Enter text [recommended max 500 characters]* |

C.2.6 How will your project make use of synergies with EU and other projects or initiatives?

Please describe synergies and the activities foreseen to ensure coordination and avoid overlaps with on-going and planned initiatives/projects. Please specify if this application is linked to any other proposal under preparation within other EU funds, also specifying the concerned EU-funded programmes (e.g. other Interreg programmes, Horizon Europe, LIFE, national or regional programmes supported by EU funds, etc.).

|  |  |
| --- | --- |
| Project or initiative (including funding instrument, if applicable)  | Synergies foreseen |
| *Enter title* *[recommended max 300 characters]* |  | *Enter text [recommended max 500 characters]* |
| *Enter title* *[recommended max 300 characters]* |  | *Enter text [recommended max 500 characters]* |

|  |
| --- |
| C.2.7 How does your project build on available knowledge?Please describe the experiences/lessons learned that your project draws on, and other available knowledge your project capitalises on. If relevant, please specify the projects to be capitalised and which project partner(s) have been involved.  |
| *Enter text here [recommended max 2000 characters]* |
|  |

C.3 Project partnership

|  |
| --- |
| What is the rationale of the partnership composition and how are partners complementary to each other?Please describe the structure of your partnership and why the involved partners are needed to implement the project and to achieve the project objectives.  |
| *Enter text here [recommended max 2000 characters]* |

C.4 Project work plan

C.4.1 Work package 1

|  |  |
| --- | --- |
| Work package number  | *Automatically generated* |
| Work package title | *Enter the title here [max 100 characters]* |

**Objectives**

Please define one concise project specific objective that will be achieved by your project through the implementation of the work package. The specific objective should be:

* realistically achievable during the project lifetime;
* specific;
* be verifiable and measurable.

|  |  |
| --- | --- |
| Project specific objective  | *Describe the project specific objective here [max 250 characters]* |

In addition, please define one or more communication objective(s) that will contribute to the achievement of the project specific objective and include reference to the relevant target group(s). Communication objectives aim at changes in a target audience's awareness and behaviour.

|  |  |
| --- | --- |
| Communication objective(s) and target audience  | *Describe the communication objective here [max 500 characters]* |

**Investment(s)**

Please list the investments above 25.000 EUR which are included in this work package.

Investment number (automatic)

Investment title

*Enter text here [max 50 characters]*

Delivery period

*Select the period from drop-down*

Justification

Please provide a description of the investment and explain to which pilot action it contributes and why it is needed.

*Enter text here [max 2000 characters]*

Please describe the transnational relevance of the investment. Please clarify how the pilot investment can be replicated and upscaled, and how the experience coming from it will be used for the benefit of the programme area.

*Enter text here [max 2000 characters]*

Please describe who is benefiting (e.g. partners, regions, target groups, etc.) from this investment, and in what way.

*Enter text here [max 2000 characters]*

Location of the investment

Please describe, if possible, a specific address where the investment will be located.

|  |  |  |
| --- | --- | --- |
| Country (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| *Drop-down* |  | *Drop-down* |
| Street |  | House number |
| *Enter text here [max 50 characters]* |  | *Enter text here [max 20 characters]* |
|  |  |  |
| Postal code |  | City |
| *Enter text here [max 20 characters]* |  | *Enter text here [max 50 characters]* |

Environmental sustainability and risks associated to the investment

Please specify possible positive or negative environmental effects related to the investment. In case of environmental risks, please describe the mitigation and monitoring measures foreseen. For investments in infrastructure with an expected lifespan of at least five years, please describe the expected impacts of climate change and how their assessment and climate proofing will be ensured. Please describe other risks associated with the investment, go/no-go decisions, etc. (if any).

*Enter text here [max 2000 characters]*

Technical and legal requirements

Please indicate the technical and legal requirements associated to the investment. If applicable, inform on permissions (e.g. building permits) required for the investment according to the respective national legislation and if these are already available.

*Enter text here [max 2000 characters]*

Ownership

Please indicate which project partner is in charge of the investment. Please also specify who owns the site where the investment is located?

*Enter text here [max 500 characters]*

Who will retain ownership of the investment after the end of the project? Who will take care of the maintenance of the investment? How will this be done?

*Enter text here [max 500 characters]*

If this is an infrastructure investment, will it be exploited commercially and/or its use will not be publicly available for free?

*Enter text here [max 500 characters]*

**Activities**

Please describe the activities foreseen in order to achieve the above project specific objective and related communication objective(s) considering also the involvement of the relevant target groups as identified in section C2.4.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ac Nr. | Activity title | Activity description | Start period | End period | Deliverables  |
| A 1.1 | *Enter text [max 200 characters]* | *Enter text [max 1000 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s) – see below* |
| A 1.2 | *Enter text [max 200 characters]* | *Enter text [max 1000 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s) – see below* |
| A 1.3 | *Enter text [max 200 characters]* | *Enter text [max 1000 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s) – see below* |
| A 1.4 | *Enter text [max 200 characters]* | *Enter text [max 1000 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s) – see below* |

Deliverables

Please define at least one deliverable for each activity (recommended not more than 3 deliverables per activity).

|  |  |  |  |
| --- | --- | --- | --- |
| Del Nr. | Deliverable title  | Deliverable description | Delivery period |
| D 1.1.1 | *Enter text [max 100 characters]* | *Enter text [max 300 characters]* | *Select the period from drop-down* |

Outputs

Please define the outputs which will be realised through the activities foreseen in this work package and link them to the related programme output indicators.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Output Nr. | Programme output indicator | Measurement unit | Output title | Output description | Output target value | Delivery period |
| Output 1.1 | *Choose from the drop-down list* | *Automatic* | *Enter text [max 200 characters]* | *Enter text [max 500 characters)*  | *Enter the number* | *Drop-down* |
| Output 1.2 | *Choose from the drop-down list* | *Automatic* | *Enter text [max 200 characters]* | *Enter text [max 500 characters]* | *Enter the number* | *Drop-down* |
| Output 1.3 | *Choose from the drop-down list* | *Automatic* | *Enter text [max 200 characters]* | *Enter text [max 500 characters]* | *Enter the number* | *Drop-down* |

C.4.2 Work package 2

*Repeating of the whole section C.4.1*

C.4.3 Work package 3

*Repeating of the whole section C.4.1*

C.5 Project results

Please select and quantify the relevant programme result indicators to which your project will contribute. For each selected result indicator, please briefly describe the contribution of the project and the relevant project results (change) you expect to achieve through the implementation of the foreseen activities and outputs as defined in the work plan. Please also specify the output(s) which are directly related to this result.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Result Nr. | Programme result indicator | Measurement unit | Result description | Result indicator baseline | Result indicator target value |
| Result 1 | *Choose from the drop-down list* | *Automatic* | *Enter text [max 1000 characters]*  | *Enter the number* | *Enter the number* |
| Result 2 | *Choose from the drop-down list* | *Automatic* | *Enter text [max 1000 characters]* | *Enter the number* | *Enter the number* |
| Result 3 | *Choose from the drop-down list* | *Automatic* | *Enter text [max 1000 characters]* | *Enter the number* | *Enter the number* |

C.6 Time plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work packages and activities | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
| WP 1: Title  |  |  |  |  |  |  |
| A 1.1 title |  |  |  |  |  |  |
| A 1.2 title |  |  |  |  |  |  |
| A 1.3 title |  |  |  |  |  |  |
| A 1.4 title |  |  |  |  |  |  |
| OI nn |  |  |  |  |  |  |
| OI nn |  |  |  |  |  |  |
| WP 2: Title |  |  |  |  |  |  |
| A 2.1 title |  |  |  |  |  |  |
| A 2.2 title |  |  |  |  |  |  |
| A 2.3 title |  |  |  |  |  |  |
| A 2.4 title |  |  |  |  |  |  |
| OI nn |  |  |  |  |  |  |
| WP 3: Title |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |

**C.7 Project management and communication**

In addition to the activities as described in the work plan, you need to foresee adequate provisions for project management, coordination and internal communication.

|  |
| --- |
| C.7.1 How will you coordinate and manage your project?Please describe how the project management on the strategic and operational level will be carried out, including the set-up of management structures, responsibilities and procedures, as well as risk management. Please also explain how the internal communication within the partnership will be organised. |
| *Enter text here [recommended max 2000 characters]* |
| C.7.2 Which measures will you take to ensure quality in your project?Describe the planned approach and processes for quality management, i.e. how the quality of deliverables and outputs will be monitored and ensured, and indicate the responsible partner(s). If you plan to conduct any type of project evaluation, please describe its purpose and scope. |
| *Enter text here [recommended max 2000 characters]* |
| C.7.3 What will be the general approach you will follow to communicate about your project? Please describe how your project’s communication objectives, as outlined in the work plan, will help with achieving your project’s main result(s). Why is communication important? Which common tactics, channels and tools will help the partnership to reach out to and involve its target audiences? How will the project communication coordinator ensure that all project partners are involved and contribute to communication?  |
| *Enter text here [recommended max 2000 characters]* |
| C.7.4 How do you foresee the reporting procedures for activities and budget (within the partnership)? Please describe the reporting processes at the level of partners towards the lead partner.  |
| *Enter text here [recommended max 2000 characters]* |

C.7.5 Cooperation criteria

Please select the cooperation criteria that apply to your project and include a brief explanation. Please note that the joint development, joint implementation and joint financing criteria are mandatory.

|  |  |
| --- | --- |
| Cooperation criteria | Description |
| Joint development  | [ ]  | *Enter text here [recommended max 500 characters]* |
| Joint implementation  | [ ]  | *Enter text here [recommended max 500 characters]* |
| Joint staffing | [ ]  | *Enter text here [recommended max 500 characters]* |
| Joint financing | [ ]  | *Enter text here [recommended max 500 characters]* |

C.7.6 Horizontal principles

Please indicate how your project contributes to horizontal principles and provide a short explanation. With regard to environment protection, please also include an explanation how the ‘environmental sustainability by design’ approach has been integrated and provide a brief assessment of possible environmental effects of your project.

|  |  |  |
| --- | --- | --- |
| Horizontal principles | Type of contribution | Description of the contribution |
| Sustainable development and environment protection | *Drop-down list: neutral, positive effects, negative effects* | *Enter text here [max 2000 characters]* |
| Equal opportunities and non-discrimination | *Drop-down list: neutral, positive effects, negative effects* | *Enter text here [max 2000 characters]* |
| Equality between men and women | *Drop-down list: neutral, positive effects, negative effects* | *Enter text here [max 2000 characters]* |

C.8 Long-term effects and durability

Projects should have a long-lasting effect in the territories and for the relevant target groups. Please describe below how this will be ensured.

|  |
| --- |
| C.8.1 Ownership/durability Please describe who will ensure the financial and institutional support including maintenance for outputs and, if applicable, for most important deliverables developed by your project.  |
| *Enter text here [recommended max 2000 characters]* |
| C.8.2 Lasting effects Outputs and deliverables should be made available and used by relevant target groups (project partners or other stakeholders) after the project's lifetime, in order to have a lasting effect on the territory. Please describe how the outputs and deliverables will stay available and will be taken up or upscaled by the project partners. |
| *Enter text here [recommended max 2000 characters]* |
| C.8.3 Transferability Please describe how outputs and deliverables could be adapted or further developed to be used by additional target groups or rolled out in other territories beyond the partnership. How will communication activities ensure that relevant groups are aware of the available outputs and deliverables to be used?  |
| *Enter text here [recommended max 2000 characters]* |
|  |

PART D – Project budget

D.1 Project budget per co-financing source (fund) – breakdown per partner

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner  | Country | ERDF | ERDF % rate  | Public contribution | Auto Public contribution | Private contribution | Total partner contribution | Total eligible budget | % of Total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *TOTAL* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

D.2 Project budget – overview per partner/per cost category

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner  | Country | Staff costs | Office and admin. costs | Travel and accomm. costs | External expertise and services costs | Equipment costs | Infrastr. and works | Other costs | Lump sum | Total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *TOTAL* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

D.3 Project budget – overview per partner/per period

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Partner  | Country | Preparation Costs (Period 0) | Period 1 | Period 2 | Period 3 | Period … | Total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *TOTAL* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

PART E – Project lump sums

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme lump sum | Period | Split up | LP | PP2 | PP… | Sum | Gap | Description |
| *Drop-down* | *Drop-down* | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

**ANNEX 1 - Classification of type of partners and target groups**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr** | **Main categories** | **Examples** | **Measurement unit** |
| 1 | Local public authority | municipality, etc. | [number of organisations] |
| 2 | Regional public authority | regional council, etc. | [number of organisations] |
| 3 | National public authority | ministry, etc. | [number of organisations] |
| 4 | Sectoral agency | local or regional development agency, environmental agency, energy agency, employment agency, etc. | [number of organisations] |
| 5 | Infrastructure and (public) service provider | public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc. | [number of organisations] |
| 6 | Interest groups including NGOs | international organisation, trade union, foundation, charity, voluntary association, club, etc. | [number of organisations] |
| 7 | Higher education and research organisations | university faculty, college, research institution, RTD facility, research cluster, etc.  | [number of organisations] |
| 8 | Education/training centre and school | primary, secondary, pre-school, vocational training, etc. | [number of organisations] |
| 9 | Enterprise, except SME |  | [number of enterprises] |
| 10 | SME  | micro, small, medium | [number of SME] |
| 11 | Business support organisation | chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc. | [number of organisations] |
| 12 | EGTC |  | [number of organisations] |
| 13 | International organisation, EEIG | under national law, under international law | [number of organisations] |
| 14 | General public[[1]](#footnote-2) |  | [number of people] |
| 15 | Hospitals and medical centres |  | [number of organisations] |
| 16 | Other |  |  |

1. Relevant only for target groups. [↑](#footnote-ref-2)