



# Application Form - regular projects

## Offline template

### OPEN CALL FOR THE OPERATIONS UNDER PO 2 - CALL 4

#### Priority 2 *A greener region*

-  Specific objective 2.4. Promoting climate change adaptation and disaster risk prevention, resilience taking into account eco-system based approaches - climate change adaptation

August 2024

## Disclaimer

All applications MUST BE SUBMITTED ONLY ONLINE through the Programme's Joint Electronic Monitoring System, available at <https://jems-robг.mdlpa.ro/>.

Please consult Jems for the latest version of the application form when call opens. It is only possible to submit an application when a call is open. Once the call is open, please create an account (upon registration in Jems, users have access to the system as an applicant user profile, technical guidance is available here <https://jems.interact-eu.net/manual/>) and start creating a project application.

The online application form will remain open for editing until the submission deadline of the call. All submissions are final, and a submitted application form cannot be re-opened for modifications, even if the call is still open.

Before filling in the application form in online form, applicants should carefully read this offline template of the application form in order to understand what is expected from the Programme. The following document is an OFFLINE template, which is not the official application form and SHALL NOT BE SUBMITTED TO THE PROGRAMME.

The main objectives of this template are:

- for applicants to guide them when developing project and filling in the application in JEMS,
- for assessors to determine project's relevance for the programme during project selection,
- to have a baseline for monitoring the project's progress during its implementation.

Applications under this call must be filled in and submitted via the Joint electronic monitoring system ("Jems") of the Interreg VI-A Romania-Bulgaria Programme.

This offline template is meant to provide support to applicants in preparing their application form. It remains the applicants' responsibility to read carefully information included in our AF guidance and verify that all necessary fields are properly filled in.

Before applying please read the User manual, which can be found at the following link: <https://jems.interact-eu.net/manual/>

Please follow the number of characters indicated in this offline template - characters in excess will not be taken into account on Jems (the punctuation and spaces between words or paragraphs are considered as characters).

We will do our best 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.

At the start of each section in the application form you will find the explanation of the purpose and the logic of the section (in blue) that will help you understand better how the section should be used.

- ! The character numbers may suffer adjustments (under discussions with the developer).

Please check in the system!

## PART A - Project identification

### Purpose and logic:

- The main purpose of this section is to have the project overview presented on one page (project identity, content summary, list of partners, total budget).
- This is the first part of the AF that the project partner sees when they enter the online system.
- All entries and options chosen in A.1 are connected to other parts of AF and reporting.
- Names of project partners shall be introduced in English and in native language (Romanian or Bulgarian).
- A.2 Project summary is needed for many different reasons, for example: to be published on programme's website, for assessors, for MC, for keep.eu and for any other database collecting such information.
- A.3 Project partners overview is created automatically from Part B.
- A.4 Project budget overview is created automatically from Part D.

### A.1 Project identification

Project ID	<i>Automatically generated according to programme rules in their monitoring system</i>
Name of the lead partner organisation	<i>Automatically filled in from part B</i>
Name of the lead partner organisation (in English language)	<i>Automatically filled in from part B</i>
Project acronym	<i>Enter acronym here</i>
Project title	<i>Enter project title</i>
Project duration in months	<i>Enter a number</i>
Default period length in months	<i>(pre-set at 4)/period</i>
Number of periods	<i>Automatically calculated</i>
Project priority and Specific objective	<i>Select from drop-down Priority 2 A green region</i>
Programme priority specific objective	<i>Select from drop-down of objectives that belong to the selected programme priority Specific objectives of each priority detailed in our Interreg Programme  Specific objective 2.4. Promoting climate change adaptation and disaster risk prevention, resilience, taking into account ecosystem-based approaches</i>

## A.2 Project summary

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a cross-border approach is needed;
- what is new/original about the project.

**Guidance:**

*If the project is selected, the summary of the project proposal may be published on the programme website. The text should capture the project context, the project objectives and the planned approach in a way that is easy to understand considering that most readers will be non-expert. Abbreviations should be avoided and technical terms need to be explained.*

*In English language [5000 characters]*

## A.3 Project budget overview

PROGRAMME FUNDING			CONTRIBUTION					TOTAL ELIGIBLE BUDGET
Funding source	Funding Amount	Co-financing rate (%)	Public contribution			Private contribution	Total contribution	
			Automatic public contribution	Other public contribution	Total public contribution			
ERDF								EUR
Total EU funds								EUR
Total project budget								EUR

**Guidance:**

*The above budget table will be automatically generated in Jems. It summarises budget information filled in in part B.*

## A.4 Project outputs and result overview

(automatically generated once outputs and results are created in section C4 and C5)

**Purpose and logic:**

- This is an overview table based on data from outputs and results tables in the work plan.
- The table aggregates the information included in each table set per Work package, thus, make sure that the targets shall be added in this table (try to avoid double counting). This is why we are recommending you to use a limited number of work packages.

Programme output indicator	Aggregated value per programme output indicator	Measurement unit	Project output number	Project output (Output title)	Output target value	Programme result indicator	Baseline	Result indicator target value	Measurement unit
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	From WPs				
			From WPs	From WPs	From WPs				

## PART B - Project partners

**Purpose and logic:**

- This is the place where each partner enters information about their organisation.
- All sections need to be repeated for all partners.
- B.1.7 Partner budget is an overview table.

N.B.: Please insert the partners in accordance with the following order:

- 1) Lead partner (LP)
- 2) Project partners

**Guidance:**

Partners have to be added to the project. For each project partner, information has to be provided on its identity, address, legal and financial information, contact data, budget, state aid etc. (see sections B.1.1-B.1.6).

Partners will also be required to fill in the PIC (Participant Identification Code) code which can be obtained by registering the organisation on EC Participant Register, accessible [here](#). Please note that it is advised to fill in sections “B.1.7 Partner budget” and “B.1.6 State Aid information”, **only after** completing other parts of the application form (see guidance boxes, below).

After inserting information for all partners, a partner overview list will be automatically generated and displayed in this section (see B.0 below). The LP will be the first partner in this list.

### B.1 Project partner 1

#### B.1.1 Partner identity

Partner No.

Automatically generated (upon submission of AF)

Partner role in the project

Drop-down list: lead partner, project partner

Name of organisation in original language\*

Enter here

Name of organisation in English

If existing, using the official translation

Abbreviated name of organisation

If applicable, enter here

Department /unit / division

Enter here

### Legal and financial information

Type of partner

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

Legal status

Drop-down (public or private)

VAT number (or other identifier)\*

If VAT nr is not available, some other organisation identifier should be used.

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?\*

Drop-down list: yes/no/partly

Other identifier number (if the case)

50 characters

Other identification description (if the case)

100 characters

**PIC (from EC Participant Register)**

**Mandatory for all partners. PIC can be obtained at**

**<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>.**

**PIC is a unique identification number. PIC number shall be used for applying under all calls launched by Interreg VI-A Romania-Bulgaria Programme.**

### B.1.2 Partner main address

Country\* (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street\*

House number\*

<input type="text"/>	<input type="text"/>
Postal code*	City*
<input type="text"/>	<input type="text"/>
Homepage	<input type="text"/>

Address of department / unit / division (if applicable)

Country* (Nuts 0)	<input type="text" value="Drop-down"/>
Region (Nuts 2) <input type="text" value="Drop-down"/>	Nuts 3 <input type="text" value="Drop-down"/>
Street*	House number*
<input type="text"/>	<input type="text"/>
Postal code*	City*
<input type="text"/>	<input type="text"/>

**B.1.4 Legal representative**

Title (e.g. Mr, Ms, Mrs) <input type="text" value="Enter here [max 25 characters]"/>	First name <input type="text" value="Enter here [max 50 characters]"/>	Last name <input type="text" value="Enter here [max 50 characters]"/>
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**B.1.5 Contact person**

Title (e.g. Mr, Ms, Mrs) <input type="text" value="Enter here [max 25 characters]"/>	First name <input type="text" value="Enter here [max 50 characters]"/>	Last name <input type="text" value="Enter here [max 50 characters]"/>
E-mail address <input type="text" value="Enter here [max 255 characters]"/>	Telephone <input type="text" value="Enter here [max 25 characters]"/>	

**B.1.6 Partner motivation and contribution**

Which of the organisation's thematic competences and experiences are relevant for the project?

What is the role (contribution and main activities) of your organisation in the project?

Enter text here

Enter text here [max 3000 characters]

If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here

Enter text here [max 3000 characters]

### B.1.7 Partner budget

#### Partner budget overview

table automatically filled in from PART D

Partner	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sum	TOTAL BUDGET
PP1	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from Lump sums	EUR
PP2	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from Lump Sums	EUR
PPn	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from PART B	pre-filled from Lump sums	EUR
Total								

#### Partner Budget Options

- Staff costs flat rate (up to 20% of direct costs of the operation)
- Office and administration flat rate based on direct staff costs (up to 15% of direct Staff costs)
- Travel and accommodation flat rate based on direct staff costs (15% of direct Staff costs)
- 

#### Partner Budget

##### 1. Staff costs - flat rate of 20% (up to)

Total Staff costs flat rate is calculated by applying the rate (%) to the sum of direct costs under external expertise and services, equipment and infrastructure and works (as soon as the amounts are filled in within these budget lines)

Flat rate for staff costs	Total
---------------------------	-------



Automatically filled in

**2. Office and administration - flat rate of 15% (up to)**

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

Flat rate for office and administration	Total
	Automatically filled in

**3. Travel and accommodation - flat rate of 15% (up to)**

*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

**4. External expertise and services - real costs**

	Description	Comments	Investment	Unit type	Price per unit	Total	Period 1	Period 2	Period...	Gap
External expertise and services	255 characters	250 characters	(drop-down)	100 characters		automatic calculation				automatically filled in
	+									

**5. Equipment - real costs**

	Description	Comments	Investment	Unit type	Price per unit	Total	Period 1	Period 2	Period...	Gap
Equipment	255 characters	250 characters	(drop-down)	100 characters		automatic calculation				automatically filled in
	+									

**6. Infrastructure and works – real costs**

	Description	Comments	Investment	Unit type	Price per unit	Total	Period 1	Period 2	Period...	Gap
Infrastructure and works	255 characters	250 characters	(drop-down)	100 characters		automatic calculation				automatically filled in

	+									
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**Guidance:**

*These have to be filled in by clicking on “+ add”. For each main type of service, equipment or infrastructure and works, a clear description of the required service, equipment or works needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners).*

*Price per unit should represent the price per main type of service, equipment or infrastructure and works.*

*Different services, equipments or works have to be listed separately, i.e. a new row has to be created and filled in by clicking on “+” for each.*

*The field “Gap” shows the difference between the total amount inserted and the amount allocated between the project periods.*

*Please pay due attention to avoiding the artificial split of the estimated value of a contract.*

**7. Partner lump sums (assigned in section E.1 - Project lump sums)**

**Lump sum for project preparation - 14,000 Euro (total value)**

**Lump sum for project closure - 6,500 Euro (total value)**

**B 1.8 Co-financing**

**1.8.1 Co-financing**

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

Source	Amount	Percentage
<i>Drop-down menu</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Partner Contribution</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Partner total eligible budget</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

**1.8.2 Origin of partner contribution**

Source of contribution	Legal status of contribution	Amount	% of total partner budget
<i>Partner organisation automatically filled in</i>	<i>Drop-down menu (select from public or private)</i>	<i>Enter here</i>	<i>Automatically filled in</i>
<i>+ Add new contribution origin (if the case)</i>	<i>Drop-down menu</i>	<i>Enter here</i>	<i>Automatically filled in</i>

Contribution	Amount	% of total partner budget
<i>Sub-total public contribution</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

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

**Guidance:**

*In this table, partners have to indicate the source of their partner contribution. The system by default includes the partner organisation as a first contribution source, assuming that the contribution is from own resources.*

*The partner contribution can be either public or private, and this is to be selected from the drop-down menu. In case of own resources, partners have to select the public or private nature of the contribution coherently with their legal status as chosen in section “B.1.1 partner identity”. The amount of the contribution has to be inserted manually in the table.*

*Partners benefitting from (or intending to apply for) external financial contributions (their state national budget or other source) to their budget, have to click on “+ Add new contribution origin”.*

*The total contribution from various sources must always match with the total partner contribution. A warning sign will appear if the inserted contributions do not match. The percentage of total partner budget is then automatically calculated.*

*In case the partner budget changes during the development of the application, information has also to be updated in the origin of partner contribution section.*

*The origin of partner contribution will finally be summarised in an automatically calculated table in Jems.*

**B 1.9 State Aid**

**Guidance:**

*Please bear in mind that under this call, state aid is not permitted, any activities fulfilling state aid criteria cannot be financed.*

*In this regard, during the application phase every project partner needs to perform a self-assessment on the nature of activities carried out in the framework of the project. Thus, every partner needs to assess the risk if activities carried out in the project can be considered as economic activities and if the partner gains an advantage from them that it would not have had otherwise.*

*This self-assessment can be performed thanks to the questions of the application form. Each partner is asked to answer questions on state aid and to conclude on a risk appreciation, respectively if the project activities are in line with the call’s objective and therefore that they are not state aid relevant or if the project has a high risk that its activities are likely to be state aid relevant. The responsibility of each partner entails therefore to answer state aid criteria self-check questions in order to provide sufficient information for both partner’s organization and the Programme in order to appreciate the risk. This means that whether the partner answers YES or NO to the state aid criteria self-check questions, the justification for the selected answer is expected.*

*If the answer to all state aid criteria self-check questions is YES, and you can consider that your project might have state aid incidence, therefore please urgently contact the Joint*

*Secretariat for further instructions, as State Aid is not permitted and is not eligible under this call.*

*The state aid self-assessment builds on the following key questions (see also the related chapter of the Guideline):*

- Is the partner involved in economic activities within the project? (Part A below)*
- If yes, does the partner or any third party receive a selective advantage through the project? (Part B below)*

*It is recommended to fill in this section only after all other sections of the application form are completed.*

### State aid criteria self-check

#### A. Is the partner involved in economic activities through the project?

Please consider questions below, answer Yes/No and briefly justify

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

#### **Guidance:**

*State aid occurs when the recipient of the aid is an “undertaking”. Undertaking is an entity engaged in an “economic activity” in the context of the project. Any project partner offering goods or services on a market in the context of the project is an undertaking, regardless of its legal status (public or private) and whether its aim is to make profit or not. If an entity is not profit-oriented, state aid rules will apply as long as it competes with companies that are profit-oriented. Therefore, not only private companies are subject to state aid rules but also public authorities, if they carry out an economic activity on the market. Thus, an undertaking can be an SME, a large company, a public body, a charity, an NGO, an association, a university, etc.*

*An “economic activity” is broadly defined as offering goods or services on a given market and therefore a comprehensive list of economic (and non-economic) activities does not exist. If the project partner carries out non-economic activities in the project, there is no State aid even if this organisation normally (i.e. outside the Interreg project) carries out activities of economic nature. However, also the opposite might occur, i.e. economic activities are performed in the project by an organisation that normally does not carry out economic activities, thus resulting in State aid relevance.*

*In order to assess whether there is an economic activity, the key question is: “Could in principle this activity be carried out by a body in order to make a profit?” If so, the activity will most likely be considered “economic” and thus, the partner will be considered to be an “undertaking”.*

*If the answer to any question of part A is “Yes”, please provide a brief explanation and indicate the concerned project activities and outputs.*

*Note: If the answer is “YES” to any of the question or to both questions under this criterion, there is no risk of state aid, providing the answer is “NO” to question 2 under Criterium II).*

*If the answer to any question of part A is “Yes”, please provide a brief explanation and indicate the concerned project activities and outputs.*

*Note: If the answer is “YES” to any of the question or to both questions under this criterion, there is no risk of state aid, providing the answer is “NO” to question 2 under Criterium II).*

**B. Does the partner receive an underdue in the framework of the project?**

Please consider questions below, answer Yes/No and briefly justify

State Aid question	Answer	Justification
1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?	Yes/No	Enter text here [max 1000 characters]
2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?(the applicant’s intention)?	Yes/No	Enter text here [max 1000 characters]

**Guidance:**

*In order to qualify as State aid relevant, project activities carried out by a partner which are identified as “economic” (answer “Yes” to any question in the above part A) shall bring a selective advantage to the partner organisation, which it would not have obtained under normal market conditions. This might also take the shape of relieved costs that the partner organisation would normally have to bear. If there is no selective advantage or benefit to the partner, then there is no State aid.*

*If the answer to question B.1 is “Yes”, briefly describe the selective advantage gained by (or the relieved costs for) the partner organisation through economic activities identified in part A.*

*Question B.2 refers to the existence of indirect State aid granted to third parties outside the project partnership. Indirect aid to third parties is granted when an advantage is given by the project partner (usually in the form of services, trainings, consultancy, etc.) to an undertaking outside the project partnership, which it would not have received under normal market conditions. This might be project target groups which benefit from activities performed within the project. Examples are:*

- Consultancy or other services provided for free to companies;*
- Training courses provided for free to companies;*

▫ *Use for free of research facilities by companies.*

*Note: If the answer is “YES” to question B.2, there is a risk of indirect state aid. If the answer is “YES” to both questions under this criterium, there is a risk of state aid.*

Result of State aid criteria self-check:

*Automatically filled in depending on the answers to the self-check questions*

State aid relevant activities - drop-down - if applicable under the call.

GBER scheme / de minimis - drop-down - if applicable under the call.

## B.1 Project partner 2

All sections from B.1 repeat

## PART C - Project description

This part is about the description of the whole project. The overall logic (the story) is:

- What do you want to achieve? The big dream/goal/aim which is the overall objective.
- Why is this needed and for whom?
- How does it fit into the bigger picture?
- How will you do it? Activities!
- What will be delivered? Outputs!
- What will change at the end? Results!

### C.1 Project overall objective

Below, you must choose to which Programme priority specific objective your project will contribute to (chosen in section A.1.).

Programme priority specific objective

*(Automatically inserted once it is selected in section A.1)*

#### Project overall objective

Now think about your main objective - what do you aim to achieve by the end of your project? Remember your project needs to contribute to programme objective.

Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable - indicate the change you are aiming for.

Enter text here [max 500 characters]

## C.2 Project relevance and context

### C.2.1 What are the common territorial challenge(s) that will be tackled by the project?

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.

Enter text here [max 5000 characters]

### C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Enter text here [max 5000 characters]

### C.2.3 Why is cross-border cooperation needed to achieve project objectives and results?

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border approach.

Enter text here [max 5000 characters]

### C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project.

Target group	Specification
Select from drop-down → see Annex 1 - Type of partners and target groups classification	Enter text [max 2000 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. Then describe in what way you will contribute.

**Guidance**

*You must describe the project contribution to EUSDR, EU Green Deal, EU Territorial Agenda 2030, New Bauhaus Initiative and Green Procurement. In this respect, please include, by using Others function (you can use the function as many time as you, your contribution to New Bauhaus Initiative and Green Procurement.*

*Also, you must include and describe you contribution to the most relevant local, regional and national strategies, policies, plans etc. (we recommend no more than 3 strategies - local, regional, national, at project level).*

Strategy	Contribution
EUSDR <input type="checkbox"/>	mandatory in case of ticked box [max 2000 characters]
EU Green Deal <input type="checkbox"/>	mandatory in case of ticked box [max 2000 characters]
EU Territorial Agenda 2030 <input type="checkbox"/>	mandatory in case of ticked box [max 2000 characters]
Any other strategy(ies) <input type="checkbox"/>	mandatory in case of ticked box [max 2000 characters]
Other	New Bauhaus Initiative Please include your description, 2000 characters
Other	Green Procurement Please include your description, 2000 characters

### C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

**Guidance**

*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, Digital Europe Programme etc.).*



**Project or initiative***Enter title [max 2000 characters]***Synergy***Enter text [max 2000 characters]***C.2.7 How does the project build on available knowledge?**

Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on. If relevant, please specify the projects to be capitalised and which project partner(s) have been involved.

*Enter text [max 5000 characters]***C.3 Project partnership**

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?

*Enter text here [max 5000 characters]***C.4 Project work plan****Purpose and logic:**

- Each project specific objective has a work plan (work package). Applicants can define more than one specific objective. This means that the project will have as many work packages as it will have specific objectives defined. We recommend up to 3 work packages, but in some cases up to 5 should also be acceptable.
- Only thematic work packages will be used. WP Project management is not a work package. Questions about how the project will be managed are in C.7. Communication activities also don't have a separate WP - instead they are embedded in the thematic work packages.
- There are also no separate investment work packages. You need to provide additional information about investments that will be included in the thematic work packages.

**C.4.1 Work package 1**

Work package number

*Automatically generated (please remember that there will be only one work package which may include several activities)*

Work package title

*Enter the title here [max 100 characters]*

## Objectives

### Purpose and logic:

- To achieve a specific project objective, partners may need to achieve one or more communication objectives. For example, to limit pollution in a city (project specific objective), they may need to: 1) Convince commuters to take the bus instead of their private car (communication objective 1); 2) Convince local politicians about putting in place specific measures to reduce car traffic in the city centre (objective 2), etc. These two examples of communication objectives require different communication activities and therefore need to be specified in the AF.
  - Because projects are different it needs to be possible for applicants to include one or more communication objectives per work package depending on what is relevant for their project. Every project must have at least one communication objective but the applicant will decide in which work packages they are needed.
- 

### Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable - indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Project specific objective

*Describe the project specific objective here [max 1000 characters]*

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Communication objective and target audience

*Describe the communication objective here [max 1000 characters]*

## Investments

### List of investments

Please list below the investments that will be delivered within this work package.

**Guidance:**

*Based on information inserted here, an overview list of the foreseen investments will be automatically generated by Jems.*

Investment number (automatic)

Investment title

Enter text here [max 50 characters]

Expected delivery period

Select the period from drop-down

Justification

Please explain why this investment is needed.

Enter text here [max 2000 characters]

Please clearly describe the cross-border relevance of the investment.

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]

In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.

Enter text here [max 2000 characters]

Location of the physical investment

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

Country (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street

Enter text here [max 50 characters]

House number

Enter text here [max 20 characters]

Postal code

Enter text here [max 20 characters]

City

Enter text here [max 50 characters]

Risk associated with 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]

### Investment documentation

Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form, otherwise indicate when you expect them to be available.

Please be aware that the Applicant's Guide provisions must be observed, including the mandatory annexes.

Enter text here [max 2000 characters]

For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies.

Enter text here [max 2000 characters]

### Ownership

Who owns the site where the investment is located?

Enter text here [max 2000 characters]

Who will retain ownership of the investment at the end of the project

Enter text here [max 2000 characters]

Who will take care of the maintenance of the investment? How will this be done?

Enter text here [max 2000 characters]

### Activities

Purpose and logic:

- The project needs to describe how the activities suggested are needed for the delivery of outputs listed in a specific work package.
- Project partners' involvement in each activity should be described in the activity description.

- Deliverables are mandatory. The deliverables are attached to activities. There should be a button "add deliverable" in the activity table which would open additional fields needed per deliverable.
- An activity can have none, one or more deliverables, but it is recommended not more than 3 deliverables per activity. A deliverable is a side-product or service of the project that contributes to the development of a project output.

### List of activities

Please describe the activities by which the project achieves the above project specific objective and related communication objective(s). Add deliverables to activities.

Ac Nr.	Activity title	Start period	End period	Description
A 1.1	<i>Enter text</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Enter text [max 3000 characters]</i>
A 1.n	<i>Enter text</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	

### Partners (involved)

- Drop-down list

### Deliverables

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

Del Nr.	Deliverable title	Description	Delivery period
D 1.1.1	<i>Enter text[max 100 characters].</i>	<i>Enter text[max 300 characters].</i>	<i>Select the period from drop-down</i>
D 1.n.n			

### Outputs

#### Purpose and logic:

- There is only one output table in each work package. It is for outputs that contribute directly to programme output indicators, have the same measurement unit and can be aggregated on project and programme level.
- The output must have the same measurement unit as the related Programme output indicator
- The output title must be in line with the Programme output indicator definition

### List of outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

Output Nr.	Output title	Programme output indicator	Measurement unit	Target value	Delivery period	Output description
OI 1.1	Enter text [max 200 characters] The output title should be in line with the Programme output indicator	Choose from the drop-down list → Programme output indicators of each priority detailed in our cooperation programme	Automatic	Enter the number	Drop-down	Describe in more detail what will be delivered [max 500 characters]
OI 1.2	Enter text	Choose from the drop-down list	Automatic	Enter the number	Drop-down	Describe in more detail what will be delivered [max 500 characters]

#### C.4.2 Work package 2

Repeat of the whole section C.4.1

### C.5 Project results

Purpose and logic:

- In the 2021-2027 result indicators need to be delivered by the end of the project life time.
- Delivery time for results is set in individual fiches of each result indicator.

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, including **verifiable and reliable sources for objectively measure the achievement of the indicators**. Please also specify the output(s) which are directly related to this result.

-----

Result Nr.	Programme result indicator	Measurement unit	Baseline	Target value	Delivery period	Result description Describe in more detail the change expected [max 1000 characters]
RI 1	Choose from the drop-down list → Programme result indicators of each	Automatic	(Prefilled in this field. The project result indicator baseline must be	Enter the number	Drop-down	Result description Describe in more detail the change expected

	<i>priority detailed in our cooperation programme</i>		lower or equal to the programme result baseline)			<i>[max 1000 characters]</i>
RI n	<i>Choose from the drop-down list</i>	<i>Automatic</i>	(Prefilled in this field. The project result indicator baseline must be lower or equal to the programme result baseline)	<i>Enter the number</i>	<i>Drop-down</i>	<i>Result description Describe in more detail the change expected [max 1000 characters]</i>

## C.6 Time plan

### Purpose and logic:

- This is an overview table that is automatically generated from thematic work packages.
- Please note: deliverables are linked to activities; outputs are per work package and results are on project level.
- The time plan shows only periods, not months.

Work packages and activities	Period 1	Period 2	Period 3	Period 4
WP 1: Title				
A 1.1 title				
OI 1.1				
WP 2: Title				
A 2.1 title				
OI 2.1				
WP 3: Title				
Etc.				
<b>Result indicator</b>				
RI 1				
RI 2				

## C.7 Project management

### Purpose and logic:

- The purpose of this section is to find out if the partnership has thought through the implementation of the project and is aware of the time and resources needed for coordination and administrative requirements.
- Question C.7.3 about the communication in the project management section should not contain additional communication activities which should all be in the work packages. Its main purpose is to raise awareness about the importance of communication. To be more specific, its aims are:

- To provide a summary of the communication approach across the project, including how the communication function is used to transfer project results.
  - To give a strong signal to applicants that they need to use communication as a key tool in their project.
  - To give a strong signal to applicants that communication is a responsibility of all partners and needs to be done in a coordinated and consistent manner.
  - Question C.7.5 Cooperation criteria is mandatory.
  - Question C.7.6 Horizontal principles is also mandatory.
- 

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

#### **C.7.1 How will you coordinate your project?**

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

Enter text here [recommended max 5000 characters]

#### **C.7.2 Which measures will you take to ensure quality in your project?**

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

Enter text here [recommended max 5000 characters]

#### **C.7.3 What will be the general approach you will follow to communicate about your project?**

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transferring of your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here. Also, please consider the Project Communication Guidelines (Starter Kit) and the Manual for Visual Identity of the Programme when describing the responsibilities of the communication officer and of the project staff in the implementation of the project activities defined in the work packages.

Enter text here [recommended max 5000 characters]

#### **C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?**

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

Enter text here [recommended max 5000 characters]

**C.7.5 Cooperation criteria (Mandatory)** - Please select all cooperation criteria that apply to your project and describe how you will fulfil them.



Please select the cooperation criteria that apply to your project and include a brief explanation. Please note that the joint development and joint implementation are mandatory and one of the following criteria: joint staffing and joint financing (the project partners can choose both or one of these 2 criteria, at their choice).

Cooperation criteria	Description
Joint Development (mandatory) <input type="checkbox"/>	<i>[recommended max 2000 characters]</i>
Joint Implementation (mandatory) <input type="checkbox"/>	<i>[recommended max 2000 characters]</i>
Joint Staffing <input type="checkbox"/>	<i>[recommended max 2000 characters]</i>
Joint Financing <input type="checkbox"/>	<i>[recommended max 2000 characters]</i>

### 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 (as set out in article 11 TFEU, taking into account the UN Sustainable Development Goals, The Paris Agreement and the “Do No Significant Harm” principle)	Drop-down list: neutral, positive effects, negative effects	Enter text here [max 2000 characters]
Equal opportunities and non-discrimination (based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation)	Drop-down list: neutral, positive effects, negative effects	Enter text here [max 2000 characters]
Equality between men and women (gender mainstreaming and the integration of a gender perspective)	Drop-down list: neutral, positive effects, negative effects	Enter text here [max 2000 characters]

## C.8 Long-term plans and durability

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

### C.8.1 Ownership

Please describe who will ensure the financial and institutional support for outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of partner organisations.

Enter text here [recommended max 5000 characters]

### C.8.2 Durability

Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom.

Enter text here [recommended max 5000 characters]

### C.8.3 Transferability

Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

Enter text here [recommended max 5000 characters]

## PART D - Project budget (automatically generated)

**Guidance:**

The budget overview tables will be automatically generated in Jems according to information filled in in the budget section of part B.

## PART E - Project lump sums

### E.1 - Project lump sums

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Programme lump sum	Period (Please select project duration in Section A.1 before you fill in this column)	Split up (If split up is "No" allocate total lump sum costs to one project partner)	Costs (predefined lump sum for Call)	LP1	PP2	Sum	Gap	Description
<u>Drop-down</u>	<u>Drop-down</u>							
+								

## Application annexes

Here you must upload all the necessary annexes required by the Applicant Guide and other documents relevant for the project application. Please make sure to upload attachments for each partner separate, in the dedicated sections. The general application attachments and investment attachments (if any) will be uploaded also in separate sections.

### **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 <sup>1</sup>		[number of people]
15	Hospitals and medical centres		[number of organisations]
16	Other		

## Check and submit Section

You are about to officially submit your project application: *automatically filled in*.

Make sure to submit your project in time before the call end date. Further information on the deadline can be found in the Applicant's Guide. Please be aware that after submission, changes to the application form are no longer possible.

## Pre-submission check

Before you can submit your application form, the pre-submission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.

**To submit the application, all conditions of the pre-submission must be met.**

<sup>1</sup> Relevant only for target groups.

**VERY IMPORTANT**

When preparing the Application, please also read carefully all the provisions of the Applicant's Guide and its annexes.

Take sufficient time to check the content of the application before submitting it!

DRAFT