AF (Small-scale projects)

Offline template

Call for proposals 1

**Version 1.0**

December 2021



Disclaimer

The following document is an offline template, which is not the official application form and shall not be submitted to the programme.

Applications to the first call for proposals can exclusively be submitted via the [Joint electronic monitoring system](https://jems.alpine-space.eu/) (“Jems”) of the Interreg Alpine Space programme. The latter will be opened end January/early February 2022 – please have a regular look at our website (<https://www.alpine-space.eu>) for being informed on the official launch of this platform.

This offline template is meant to provide support to applicants in preparing their application form. It nevertheless remains the applicants’ responsibility to read carefully information included in our AF guidance and verify that all necessary fields are properly filled in. 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). Specific objectives, programme output and result indicators foreseen in drop-down menus are detailed at priority level in our cooperation programme (document available here: <https://www.alpine-space.eu/about-us/what-is-the-interreg-alpine-space-programme>) – based on the initial choice of programme priority in Part A, these elements will be automatically made available in the subsequent sections of Jems.

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.

**PART A – Project identification**

**A.1 Project identification**

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Name of the lead partner organisation |  | Project ID |

|  |  |  |
| --- | --- | --- |
| *Automatically filled in from part B* |  | *Automatically generated* |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Project title |  | Project acronym |

|  |  |  |
| --- | --- | --- |
| *[maximum 250 characters]* |  | *[maximum 15 characters]* |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Programme priority |  | Programme priority specific objective |

|  |  |  |
| --- | --- | --- |
| *Select from drop-down*  *→ Priority 1: “Climate resilient and green Alpine region”*  *→ Priority 2: “Carbon neutral and resource sensitive Alpine region”*  *→ Priority 3: “Innovation and digitalisation supporting a green Alpine region”* |  | *Select from drop-down of objectives that belong to the selected programme priority (links to Part C)*  *→ Specific objectives of each priority detailed in our cooperation programme* |

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

|  |  |
| --- | --- |
| Project duration |  |
| *Enter a number (months)* |  |

**A.2 Project summary**

|  |
| --- |
| *Enter text [2000 characters]* |

**A.3 Project partner overview**

This overview will be automatically generated based on your entries in section B – currently not available in Jems.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner number** | **Project partner – name of 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**

An overview will be automatically generated in the future based on your entries in section B.1.7/8 – currently not available in Jems.

**A.5 Project outputs and result overview**

This overview will be automatically generated based on your entries in section C.4/5 – currently not available in Jems.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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* |

**PART B – Project partners**

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

1) Lead partner (LP)

2) ERDF-LP (only relevant if the LP is coming from a non-Member State (CH or LI))

3) EU partners

4) Non EU partners

**B.1 Project partner 1**

**B.1.1 Partner identity**

|  |  |  |
| --- | --- | --- |
| Partner role in the project |  | *Choice between Lead partner and Project partner* |
| Partner ID |  | *Automatically generated by the system* |
| Name of organisation in original language |  | *Enter text* |
| Name of organisation in English |  | *Enter text* |
| Department /unit / division in English |  | *If applicable* |
| Abbreviated name of organisation |  | *Enter text - abbreviation preferably in English.* |

**B.1.2 Partner main address**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Country |  | Region (Nuts 2) |

|  |  |  |
| --- | --- | --- |
| *Drop-down list* |  | *Drop-down list* |

|  |  |  |
| --- | --- | --- |
| Street |  | House number |

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

|  |  |  |
| --- | --- | --- |
| Postal code |  | City |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Homepage |  |  |
|  |
|  |

**B.1.3 Legal and financial information**

|  |  |  |
| --- | --- | --- |
| Type of partner |  | *Drop-down list*  *→ see Annex 1 – Type of partners and target groups classification* |
| Legal status |  | *Drop-down (public or private)* |
| VAT number (or other identifier) |  | *Enter number or other identifier here.* |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? |  | *Drop-down list: yes/no/partly* |

**B.1.4 Legal representative**

|  |  |  |
| --- | --- | --- |
| First name |  | Last name |

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

**B.1.5 Contact person**

|  |  |  |
| --- | --- | --- |
| First name |  | Last name |

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

|  |  |  |
| --- | --- | --- |
| E-mail address |  | Telephone |
|  |  | (format: 0049(0)123456789) |

**B.1.6 Partner motivation and contribution**

|  |
| --- |
| Which are the partner’s thematic competences and experiences relevant for the project? What are the institutional role and policy addressing capacity of the partner? |
| *Enter text here [max 500 characters]* |
| What is the partner's role and responsibility in the project? |
| *Enter text here [max 500 characters]* |
| If applicable and relevant, please describe the organisation’s experience in participating in and/or managing EU co-financed projects. |
| *Enter text here [max 500 characters]* |

**B.1.7 Partner budget / B.1.8 Co-financing**

In Jems, the sections B.1.7 and B.1.8 foresee detailed information on the partner budget, the sources of the public/private contributions, the cost categories and applied flat rates.

**B.1.9 Involvement of observers**

|  |
| --- |
| Is the involvement of observers foreseen and is there any specific information you would like to share on their involvement? |
| *Optional [max 500 characters]* |

**B.2 Project partner 2**

→ All sections from B.1 repeated.

**B.3 Project partner 3**

→ All sections from B.1 repeated.

**PART C – Project description**

**C.1 Project overall objective**

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

**C.2 Project relevance and context**

|  |
| --- |
| C.2.1 What are the common territorial challenges and/or joint assets that will be tackled by the project? |
| *Enter text [max 1500 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? |
| *Enter text [max 1500 characters]* |
| C.2.3 Why is transnational cooperation needed to achieve project objectives and results? |
| *Enter text [max 1000 characters]* |

C.2.4 Who will benefit from your project outputs?

|  |  |
| --- | --- |
| **Target group** | **Specification** |
| *Select from drop-down*  *→ see Annex 1 – Type of partners and target groups classification* | *[max 500 characters]* |
| *Select from drop-down* | *[max 500 characters]* |
| *Select from drop-down* | *[max 500 characters]* |

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

|  |  |  |
| --- | --- | --- |
| **Strategy** | | **Contribution** |
| EUSALP |  | *mandatory in case of ticked box [max 500 characters]* |
| Other relevant strategy(ies) |  | *mandatory in case of ticked box [max 500 characters]* |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Project or initiative** | | **Synergies** | |
| *Enter title* |  | *Enter text [max 500 characters]* |
| *Enter title* |  | *Enter text [max 500 characters]* |
| C.2.7 How does the project build on available knowledge? | | |
| *Enter text [max 1000 characters]* | | |
|  | | |

**C.3 Project partnership**

|  |
| --- |
|  |
| *Enter text [max 1000 characters]* |

**C.4 Project work plan**

**C.4.1 Work package 1**

* **Objectives**

|  |  |
| --- | --- |
| **Work package title** | *[max 50 characters]* |
| **Work package number** | *Automatically generated* |
| **Project specific objective 1** | *[max 250 characters]* |
| **Communication objective(s) and target audience** | *[max 250 characters]* |

* **Overall description**

|  |  |
| --- | --- |
| **Overall description of this WP and responsibilities** | *[max 500 characters]* |

* **Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ac Nr.** | **Activity title** | **Activity description** | **Start period** | **End period** | **Deliverables** |
| A 1.1 | *Enter text*  *[max 200 characters]* | *Enter text*  *[max 500 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)*  *(optional)* |
| A 1.2 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)*  *(optional)* |
| A 1.3 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s*  *(optional))* |
| A 1.4 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)*  *(optional)* |
| A 1.5 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)*  *(optional)* |

|  |  |  |
| --- | --- | --- |
| **Del Nr.** | **Deliverable** | **Delivery period** |
| D 1.1.1 | *Enter text [max 200 characters]* | *Drop-down* |

* **Outputs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Output Nr.** | **Programme output indicator** | **Measurement unit** | **Output title** | **Output description** | **Output target value** | **RP of delivery** |
| OI 1.1 | *Choose from the drop-down list*  *→ Programme output indicators of each priority detailed in our cooperation programme* | *Automatic* | *Enter text [max 200 characters]* | *Enter text*  *[max 500 characters]* | *Enter the number* | *Drop-down* |
| OI 1.2 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Enter text* | *Enter the number* | *Drop-down* |
| OI 1.3 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Enter text* | *Enter the number* | *Drop-down* |

**C.5 Project results**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Result Nr.** | **Programme result indicator** | **Measurement unit** | **Result description** | **Result indicator target value** | **Delivery period (OPTIONAL)** |
| RI 1 | *Choose from the drop-down list*  *→ Programme result indicators of each priority detailed in our cooperation programme* | *Automatic* | *Enter text*  *[max 500 characters]* | *Enter the number* | *Drop-down* |
| RI 2 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Enter the number* | *Drop-down* |

**C.6 Time plan**

This is an overview table that is automatically generated from section C.4 “work 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 1.1 |  |  |  |  |  |  |
| OI 1.2 |  |  |  |  |  |  |
| **Result indicator** |  |  |  |  |  |  |
| RI 1 |  |  |  |  |  |  |
| RI 2 |  |  |  |  |  |  |

**C.7 Project management**

|  |
| --- |
| C.7.1 How will you coordinate your project? |
| *Enter text [max 1000 characters]* |
|  |
| C.7.3 What will be the general approach you will follow to communicate about your project? |
| *Enter text [max 1000 characters]* |
|  |

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

|  |  |  |
| --- | --- | --- |
| **Cooperation criteria** | | **Description** |
| Joint Development\* |  | *Obligatory - Enter text [max 100 characters]* |
| Joint Implementation\* |  | *Obligatory - Enter text [max 100 characters]* |
| Joint Staffing |  | *Optional - Enter text [max 100 characters]* |
| Joint Financing |  | *Optional - Enter text [max 100 characters]* |

C.7.6 Horizontal principles - Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

|  |  |  |
| --- | --- | --- |
| **Horizontal principles** | **Type of contribution** | **Description of the contribution** |
| Sustainable development | *Drop-down list: neutral, positive effects or negative effects* | *Enter text [max 300 characters]* |
| Equal opportunities and non-discrimination | *Drop-down list: neutral, positive effects or negative effects* | *Enter text [max 300 characters]* |
| Equality between men and women | *Drop-down list: neutral, positive effects or negative effects* | *Enter text [max 300 characters]* |

**C.8 Long-term plans**

|  |
| --- |
| C.8.1 Ownership |
| *Enter text [max 200 characters]* |
|  |
| C.8.2 Durability |
| *Enter text [max 500 characters]* |
|  |
| C.8.3 Transferability |
| *Enter text [max 500 characters]* |
| **PART D Project budget**  **D.1 Project budget per co-financing source (fund) - breakdown per partner** |
| **D.2 Project budget - overview per partner / per budget line** |

The two above-mentioned overview tables D.1 and D.2 will be automatically generated based on your entries in section B.1.7/8. Additional overview tables will be released in the next versions of Jems.

**Application annexes**

→ Upload of the partnership agreement on Jems. No other document will be accepted at this level.

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

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

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