



Useful information for applicants

Small-scale projects

In the period 2021-2027, the Interreg Alpine Space programme co-finances for the first time **small-scale projects**. Compared to classic projects, they are shorter and involve less partners. They allow the beneficiaries to address innovative subjects from a thematic and/or territorial perspective. They can also focus on knowledge rollout and uptake.

Small-scale projects are selected following a **one-step procedure**. The terms of references for small-scale projects are published on the “[How to apply](#)” webpage. Applications have to be submitted via the Joint Electronic Monitoring System (Jems).

You are preparing an application for a small-scale project? In this kit, you can find useful documents as well as some recommendations to consider before submitting your application.

Drafting the application form

- Small-scale project follow specific and simplified rules compared to classic projects. Read our programme manual for more information on the requirements and in particular:
 - Small-scale project characteristics (see section A.3 Typology of the projects)
 - Eligibility rules & specific simplified cost options (see section B.3 Eligibility rules & tables B.3.2 Cost categories)
 - Application form guidance for small-scale projects (see Annex 1b; e.g. section C.4, which specifies the number of work package(s) for the workplan).

[Consult the programme manual »](#)

- An Idea lab and a Q&A session are planned to present the characteristics of the call and to clarify questions well ahead of the submission deadline. Keep an eye on the website for [upcoming events](#). Proceedings of all sessions are [available on the website](#).
- The [FAQ section](#) on the programme website was completed with detailed answers to frequently



asked questions.

- You can work on the offline application form template (in annex) to prepare your application.
- Use the budget simulator (in annex) to check your budget calculations and that you have correctly used the simplified cost options.

Prepare annex documents

- Prepare your partnership agreement and make sure all partners sign it. You can find in annex further information about the partnership agreement and how to sign it. Templates are provided in the [Programme manual annexes](#).
- Have a look at the [national requirements](#) for each country to make sure to fulfil those that apply to you and your project partners.

Submit your application via Jems

- Applications should only be submitted via Jems. Once registered, you will be able to enter the open call for small-scale projects. Read the [technical guidance](#) for further information on how to fill the application form.

[Access the Joint electronic monitoring system \(Jems\) »](#)

- Upload your signed partnership agreement on Jems.
- Use the Application Form checklist (in annex) to make sure you have not forgotten anything.
- Submit your proposal ahead of the deadline to avoid any stress in case of technical difficulties.
- The start date of projects depends on the number of applications received. We will share this information with the applicants soon after the submission deadline.
- Selected projects will be invited to a “Get started” seminar. Date and place will be communicated in due time.

If you have any question regarding Jems, contact jems@alpine-space.eu. For any further question, contact your [Alpine contact points](#) (ACP). We are here to help!

Good luck with the application process! We are looking forward to read your project proposals.