**Application form guidance**

**‘ROLL-OUT’ AND ‘SET THE SCENE’ PROJECTS (Small Scale Projects)**

This application form (AF) guidance explains the general methodology of the AF and provides detailed explanations on the template and instructions on the filling-in for small-scale projects (for more information on the two different project types – classic and small-scale – please consult chapter A.3 “Typology of the projects” of the programme manual). The AF is reduced to the essential information for evaluating the project proposal and monitoring the project implementation from programme-perspective. The AF is not aiming at substituting any project management tools relevant for the internal planning, coordination and controlling of the project. Applicants/beneficiaries shall make use of project management tools for project planning and controlling.

As laid down in the Terms of Reference (ToR) and further specified in the programme manual (please consult section A.4 for more details), the calls for project proposals for small-scale follow an ongoing one-step application procedure. Consequently, applications can be submitted continuously – decision rounds are fixed and communicated well in advance. In the first years of programme implementation, two selection rounds per year are envisaged.

The AF is part of the Jems (joint electronic monitoring system)[[1]](#footnote-1). It shall be filled in and submitted online on https://jems.alpine-space.eu/ (for more information on the registration please consult: https://www.alpine-space.eu/for-project-partners/jems/).

The small-scale projects follow the KISS (keep it short and simple) approach, and consequently not only the AF but also the procedure is simplified. In order to keep the procedure short, the applicants shall provide all relevant information in only one single step. Applicants are kindly asked to respect the character limits per section of the AF as indicated in this guidance. It is not mandatory to make use of the maximum number of characters. Concise but precise formulations are welcome!

*Please consult the programme manual - PM for details on the:*

* *Two project types (chapter A.3 “Typology of the projects”),*
* *Application procedure (chapter B.4 “Project application”),*
* *Selection procedure incl. the selection criteria (chapter B.5 “Selection criteria”),*
* *Eligibility rules (chapter B.3 “Eligibility rules”).*

*In case of any further clarification needed, please contact your Alpine space contact point (ACP). For technical questions on the Jems, please consult the guidelines (*https://www.alpine-space.eu/for-project-partners/jems/*) or contact* [*jems@alpine-space.eu*](mailto:jems@alpine-space.eu)*.*

**PART A – Project identification**

*The main purpose of this section is to have the project overview presented in a short way (project identity, content summary, list of partners, total budget). Part of the information is created automatically from other sections of the AF.*

**A.1 Project identification**

|  |
| --- |
|  |

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

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

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

|  |  |  |
| --- | --- | --- |
| Please insert the name of the project, which describes it best. Please keep it  short and appealing. [maximum 250 characters] |  | The acronym of the project should be short, meaningful and not in conflict with any existing brand or project. [maximum 15 characters] |

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

|  |  |  |
| --- | --- | --- |
| *Select from drop-down*  Please identify the programme priority that is most relevant for your project. For more information and a detailed description of the programme priorities, please consult the Interreg Programme document. |  | *Select from drop-down of objectives that belong to the selected programme priority (links to Part C)*  Please identify the specific objective your project is addressing. For more information and a detailed description of the specific objectives, please consult the Interreg Programme document. |

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

|  |  |
| --- | --- |
| Project duration |  |
| Please enter the number of months the project implementation lasts (from start to end date of the project) and consider that small scale projects should last between 12-18 months.[[2]](#footnote-2) |  |

**A.2 Project summary**

|  |
| --- |
| *[2000 characters]*  Please inform in one introduction sentence on the focus of the project: is it a “setting-the-scene” project or a “roll-out”/”capitalisation” project?  **Roll-out-projects** are intended to be highly hands-on, using identified tools and solutions developed in other projects and various programmes. These tools/solutions are to be widely promoted in the Alpine Space regions to ensure the uptake by the largest possible target group in order to achieve a large-scale effect and thus the desired change.  **Set the scene projects** operate in fields that are rather new to transnational cooperation. Those projects prepare the ground for these innovative and new topics, enabling the relevant target groups to engage with them. Another option is to test innovative instruments, tools or policies, through exploratory activities.  For more information on the different focuses and examples of small-scale projects please consult chapter A.3 on the typology of projects in the programme manual.  Then, please give a short overview of the project (in the style of a press release) and describe:   * the common challenge of the alpine area you are jointly tackling in your project; and why there is a need for the project * the overall objective of the project and how it will contribute to the programme specific objective * the expected change your project will make to the current situation * the outputs you will produce and those who will benefit from them, also after the end of the project * the approach you plan to take to tackle the identified challenges * the added value of the transnational approach: why must the challenge be tackled at transnational level? * what is new/innovative about the project   This summary delivers the first presentation/impression of the project. In case the project is approved, this summary will also be used by the programme for communication purposes. Therefore, make sure the text will be understandable by a non-expert public and will be both informative and appealing.  It is recommended to identify the focus of the project right from the beginning and to write or adapt the overview of the project summary once all AF sections are filled in. |

**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**

This overview will be automatically generated based on your entries in section B.1.7 – currently not available in Jems.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROGRAMME FUNDING** | | | **OTHER FUNDING** | | | **TOTAL BUDGET** |
| **Funding source** | **Funding Amount** | **Co-financing rate (%)** | **Public contribution** | **Private contribution** | **Total contribution** |
|
| Total eligible to ERDF |  |  |  |  |  | *EUR* |
| Total other funding | *-* | *-* |  |  |  | *EUR* |
| **Total project budget** |  |  |  |  |  | *EUR* |

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

This overview will be automatically generated based on your entries in section C.4 – 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**

*This is the place where each partner enters information about its organisation. All sections shall be filled in for each single partner.*

*Please consider that small scale projects shall be implemented by three to six partners coming from at least three different partner states[[3]](#footnote-3).*

**B.1 Project partner 1**

**B.1.1 Partner identity**

|  |  |  |
| --- | --- | --- |
| Partner role in the project |  | *Drop-down list: lead partner, project partner*  Please choose either “lead partner” or “project partner” from the drop-down list. |
| Partner ID |  | *Automatically generated by the system*  Please insert the partner in 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  For more information on the LP and PP role and the preconditions to be met, please consult chapter B.2 “Who can participate” of the programme manual. |
| Name of organisation in original language |  |  |
| Name of organisation in English |  | Use the official translation if existing. |
| Department /unit / division in English |  | *If applicable*  Use the official translation if existing. |
| Abbreviated name of organisation |  | Please provide an abbreviation for the organisation, preferably in English. Please use the same abbreviation if applying/participating in different projects. |

**B.1.2 Partner main address**

Please provide the address of the department in charge of the activities or where most of the activities will be implemented in case of multiple locations.

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

|  |  |  |
| --- | --- | --- |
| *Drop-down* |  | *Drop-down*  NUTS2: Number and name of the region where the department/unit/division is located (drop-down list – ALL NUTS 2 codes of AT, DE, FR, IT, SI, CH, FL). |

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

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

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

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Homepage |  |  |
| Please insert the complete URL including http or https. |  |  |

**B.1.3 Legal and financial information**

|  |  |  |
| --- | --- | --- |
| Type of partner |  | *Drop-down list (see Annex 1 – Type of partner and target group classification)* |
| Legal status |  | *Drop-down*  Please select public (including bodies governed by public law) or private – consult chapter B.2 “Who can participate” of the programme manual or your ACP in case of any doubts as regards the legal status of your organisation. Please consider that in EU member states, the lead partner needs to be a public body or a body governed by public law. Private organisations cannot fulfil the role of a LP. The indication of the legal status of the LP will be verified by the Alpine space contact points before the Programme Committee’s (PC) decision on the project proposal. |
| VAT number (or other identifier) |  | If no VAT number is available for the organisation, please use:   * for Austria: choose among the “Vereinsregisternummer”, the  “Firmenbuchnummer”, the “Unternehmensregister” or you could ask for registration in the “Ergänzungsregister * for France: SIRET * for Germany: Steuernummer * for Italy: Codice fiscale * for Liechtenstein: Unternehmens-Identifikationsnummer (UID) * for Slovenia: davčna številka * for Switzerland: le numéro d’identification des entreprises (IDE) / Unternehmens-Identifikationsnummer (UID) / Numero  d’identificazione delle imprese (IDI) |
| 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? |
| *(max 500 characters)*  Please indicate with which thematic/institutional/policy related competences and experiences the partner organisation can contribute to the project. |
| What is the partner's role and responsibility in the project? / OPTIONAL: Is the involvement of observers foreseen and is there any specific information you would like to share on their involvement? |
| *(max 500 characters)*  Please outline briefly the role of the partner in the project (WP, activities).  Is the organisation performing any economic activity within the project or as a result of it? This information is only required for project partners implementing activities such as provision of services – this information will be used to assess potential state aid relevance.  You can mention here the most relevant observer(s) for the partner and the role of the observer(s) in the project. This information will not be subject to the assessment of the project proposal. |
| If applicable and relevant, please describe the organisation’s experience in participating in and/or managing EU co-financed projects. |
| *(max 500 characters)*  Please mention here the most recent and relevant experiences, especially in Interreg projects. |
|  |

**B.1.7 Partner budget**

|  |  |  |
| --- | --- | --- |
|  | Amount |  |
| ERDF co-financing |  |
| Partner contribution |  |
| PARTNER TOTAL BUDGET |  |

**B.2 Project partner 2**

All sections from B.1 repeated

**PART C – Project description**

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

* *What does the project want to achieve? The goal/aim which is the overall objective.*
* *Why is this needed and for whom?*
* *How does it fit into the alpine and peri-alpine context?*
* *How will the project do it? Activities!*
* *What will be delivered? Outputs!*
* *What will change at the end? Results!*

*In section C.4, projects shall inform on the work plan: For small-scale projects, only one project specific objective and consequently one work package shall be set up.*

**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? |
| (*max 1500 characters)*  Please describe the need for and relevance of the project for the alpine area in terms of common challenges and/or opportunities addressed.  Be precise and focus on the specific issues tackled by your project. |
|  |
| C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes? |
| *(max 1500 characters)*  If your project is a “setting-the-scene” project, please put a specific focus on that question and the innovative character of your project. For “roll-out”/”capitalisation” projects, your answer may rather focus on the first part of this question and may not be extensive.  Please describe innovative solutions that will be developed during the project and/or existing solutions that will be adapted and implemented during the project lifetime.  In addition, please describe in what way the approach goes beyond existing practices in the sector/programme area/ participating countries. Please sketch out the main activities, which shall lead to your project result. |
| C.2.3 Why is transnational cooperation needed to achieve project objectives and results? |
| *(max 1000 characters)*  Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level or cross-border. Describe what benefits the project partners/target groups/ project area/programme area gain in taking a transnational approach. Transnational cooperation should exceed the mere exchange of experiences and should enable joint development of solutions and implementation. |

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 (see annex 1). In the second column explain in more detail exactly who will benefit from your project and your direct target groups. For example, if you choose the category *education*, you need to explain which specific schools or groups of schools and in which territory or if the target group type selected is a “sectoral agency”, then specify the type: environmental, energy/local or regional etc and in which territories.

The programme is eager to reach as many target groups as possible with roll-out projects to ensure widest possible up-take. Therefore applicants are advised to cover larger parts of the programme area with their activities.

A rather simple first step for the PP could be to act even stronger as multipliers, work across regions by opening invitations to events/activities offered by the project to neighboring regions that are not part of the partnership.

For more information on roll-out projects please consult chapter A.3 of the programme manual.

|  |  |
| --- | --- |
| **Target group** | **Specification** |
| *Select from drop-down* | *(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?

Please indicate if your project contributes to EUSALP or any other relevant strategy(ies) (e.g. EU Green Deal, Territorial Agenda 2030, implementation of the Alpine Convention) by ticking the respective box. Then, please further specify and explain in what way you will contribute. Your project should contribute at least to one strategy but can also contribute to more than one strategy.

Please make sure to describe the contribution to EUSALP in a clear and concrete manner (**what** is the contribution your project will make and **how** will it be made?). The contribution to EUSALP may not only be included in this section, but along the AF in all relevant sections and should be reflected in the work plan with clear descriptions of concrete activities.

Please consult the EUSALP website (www.alpine-region.eu), its policy recommendations, as well as the action plan of actions groups to get a clear picture of possible synergies and the contribution your project could make to EUSALP.

|  |  |  |
| --- | --- | --- |
| **Strategy** | | **Contribution** |
| EUSALP |  | *mandatory in case of ticked box* (max 500 characters)  Please specify the relevance of your project for EUSALP (you may also refer to specific actions groups and action plans the project will contribute to and address). |
| 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?

In the first column of each row, please precise the project or initiatives and the programme. In the second column please inform about the synergies you will make use of: e.g. the takeover of previous projects’ outputs to further develop them/test them, and the complementary of this project proposal with other relevant projects.

This question may be of specific relevance if your project is a “roll-out”/”capitalisation” project. For “setting-the-scene” projects, this question may not be answered if due to the innovative character no synergies with existing project/initiatives could be observed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project or initiative** | | **Synergies** | |
| *title* |  | (max 500 characters) |
| *title* |  | (max 500 characters) |
| C.2.7 How does the project build on available knowledge? | | |
| *Enter text here (max 1000 character)*  Please describe the experiences/lessons learned that the project draws on and other available knowledge the project capitalises on as well as the added value of the project compared to the status quo in the field tackled by your proposal.  This question may be of specific relevance if your project is a “roll-out”/”capitalisation” project Please also explain how you intend to build on the knowledge of your “predecessor” project(s) and create synergies with them.  For “setting-the-scene” projects that have not answered on question C.2.6 an explanation/justification for this should be included here too. | | |
|  | | |

**C.3 Project partnership**

|  |
| --- |
|  |
| *(max 1000 characters)*  Please describe the structure of your partnership and summarise how the single partners will contribute to jointly implement the project and achieve the project objectives. Please explain how the relevant territory (namely the Alps and the peri-alpine area) will benefit from the participation of the single partners. |

**C.4 Project work plan**

Define one work package for the project specific objective you plan to achieve.

|  |
| --- |
| It is highly recommended for ‘roll-out’ or ‘set the scene’ projects to create a compact and streamlined work plan that is not too complex, easy to understand for all PP and does include no more than 4 activities. |

**C.4.1 Work package 1**

For small-scale project only one WP should be defined.

* **Objectives**

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

Your objective 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.

Then 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.

|  |  |
| --- | --- |
| **Work package title** | *Enter the title here (max 50 character)* |
| **Work package number** | *Automatically generated* |
| **Project specific objective 1** | *Enter project specific objective here (max 250 character)* |
| **Communication objective(s) and target audience** | *If applicable, enter a communication objective here (max 250 characters)*  Please define one or several communication objectives in relation with your project specific objective and your target audience. For example, it could be “raising awareness”, “influencing attitude”, “increasing knowledge” or “changing behaviour”, etc. We recommend defining SMART objectives: Specific, Measurable, Achievable, Relevant and Timed. Further recommendations are available in the Communication toolkit at <www.alpine-space.eu>. |
| **Overall description of this WP and responsibilities** | *Enter overall description here (max 500 characters)*  Please summarise the foreseen activities within this WP. |

* **Activities**

Please describe the activities the project intends to implement so to achieve the project specific objective defined above and the related communication objective(s).

If relevant, add deliverables to activities (an activity can have none, one or more deliverables. A deliverable is a side-product or service of the project that contributes to the development of a project output).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ac Nr.** | **Activity title** | **Activity description** | **Start period** | **End period** | **Deliverables** |
| A 1.1 | *(max 200 characters)*  *Enter text* | *(max 500 characters)*  *Including details on the involvement of the single PP* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)*  *(optional)* |
| A 1.2 | *Enter text* | *Including details on the involvement of the single PP* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)*  *(optional)* |
| A 1.3 | *Enter text* | *Including details on the involvement of the single PP* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s*  *(optional))* |
| A 1.4 | *Enter text* | *Including details on the involvement of the single PP* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)*  *(optional)* |
| A 1.5 | *Enter text* | *Including details on the involvement of the single PP* | *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 | Deliverables can be planned for the corresponding activity whenever relevant. Please keep it limited to the most important ones. It is not mandatory to have a deliver-able per activity. The deliverable planned will have to be reported in the project reports. | *Drop-down* |

* **Outputs**

The output is the outcome of the activities co-financed, which is crucial for the fulfilment of project objectives. It is resulting from the work package and usually not from a single activity.

Based on the planned activities to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation. Select one programme output indicator per output. It is possible that one output does not contribute to one of the selected programme output indicator (for more information on the programme output indicators, the definition of these and the related target value please refer to the Interreg Programme). In that case, please choose “other” and precise.

For small-scale projects one to three outputs per project are expected. Please insert the reporting period (RP) in which its delivery is intended.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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* | *Automatic* | *Enter text* | *(max 500 characters)*  *Describe in more detail what will be delivered* | *Enter the number* | *Drop-down* |
| OI 1.2 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Describe in more detail what will be delivered* | *Enter the number* | *Drop-down* |
| OI 1.3 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Describe in more detail what will be delivered* | *Enter the number* | *Drop-down* |

**C.5 Project results**

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please have a look at the programme result indicators for the priority you choose and select the one or those that you will contribute to.

If your project result(s) do(es) not contribute to one of the programme result indicators, please select “other” and precise your indicator. For more information on the programme result indicators, the definition of these and the related target value please refer to the Interreg Programme).

For small scale projects a maximum of 2 results are expected.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Result Nr.** | **Programme result indicator** | **Measurement unit** | **Result description** | **Result indicator target value** | **Delivery period (OPTIONAL)** |
| RI 1 | *Choose from the drop-down list* | *Automatic* | *(max 500 characters)*  *Describe in more detail the change expected* | *Enter the number* | *Drop-down* |
| RI 2 | *Choose from the drop-down list* | *Automatic* | *Describe in more detail the change expected* | *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 |  |  | Deliverable  1.2.1 |  |  |  |
| A 1.3 title |  |  |  |  |  |  |
| A 1.4 title |  |  |  |  |  |  |
| OI 1.1 |  |  |  |  |  |  |
| OI 1.2 |  |  |  |  |  |  |
| **Result indicator** |  |  |  |  |  |  |
| RI 1 |  |  |  |  |  |  |
| RI 2 |  |  |  |  |  |  |

**C.7 Project management**

In addition to the thematic work, projects 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? |
| *(max 1000 characters)*  The Lead partner will be responsible for the project coordination. In addition, a project steering group should be installed. Will you have any other bodies/responsibilities (e.g. thematic groups, WP managers)? How will the internal coordination work? How will you steer the implementation of your project? Please precise how the project management will be organised and if it will be externalised. |
|  |
| C.7.2: NOT RELEVANT  C.7.3 What will be the general approach you will follow to communicate about your project? |
| *(max 1000 characters)*  Who will coordinate project communication and how will the involvement of all partners be ensured? How will the communication function contribute to transferring of your project results? Please note that all communication activities should be included in the work package, as an integral part of your project. There is no need to repeat this information here. It is expected that projects develop a communication strategy, ideally during the project preparation phase. All information on how to develop a communication strategy are available in the Communication toolkit at <www.alpine-space.eu>. |
|  |

C.7.4: NOT RELEVANT

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

Following the Interreg regulation, Interreg partners should cooperate in development and implementation as well as in staffing or financing, or both. Joint development and joint implementation are therefore considered obligatory (\*), in addition either joint staffing or joint financing needs to be selected (or both).

|  |  |  |
| --- | --- | --- |
| Cooperation criteria | | Description |
| Joint Development\* |  | Obligatory (max 100 characters). Please insert a short description and confirm that the project proposal was jointly developed. |
| Joint Implementation\* |  | Obligatory (max.100 characters). Please insert a short description and confirm that the project activities will be jointly implemented, the outputs and results commonly achieved. |
| Joint Staffing |  | Optional (max.100 characters). If ticked, please insert a short description and confirm that this principle will be met. |
| Joint Financing |  | Optional (max 100 characters). If ticked, please insert a short description and confirm that all partners contribute to the project budget. |

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

Please be aware that only projects with neutral or positive effects on the horizontal principles can be co-financed. Negative impacts would lead to an ineligible proposal. Please consider for all the principles if realistically your project’s activities will create a change. If the principle is acknowledged but not a main focus of the project work, please select neutral.

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

**C.8 Long-term plans**

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 |
| *(max 200 characters)*  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. Please mention concrete measures. |
|  |
| C.8.2 Durability |
| *(max 500 characters)*  Please describe how your outputs/deliverables will be used after the project ends and by whom. Please consider the target groups mentioned previously and detail concretely the use after the project’s end for each output and if relevant major deliverables.  For small-scale project “setting the scene”, please precise what could be the further steps to implement your recommendations and/or conclusions.  For small-scale project “roll-out/capitalisation”, please precise how you make sure that your project outcomes will last on the long run and be replicable. |
|  |
| C.8.3 Transferability |
| *(max500 characters)*  What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them? Please describe the different measures for the different outputs of your project.  For small-scale project “setting the scene”, please precise which dissemination activities you plan to reach relevant/interested target groups in the topic addressed.  For small-scale project “roll-out/capitalisation”, please precise how you would ensure that your project outcomes will be recognised and taken on board by relevant/interested target groups. |
|  |

|  |  |
| --- | --- |
| **PART D Project budget**   |  | | --- | | Applicants are reminded that the principle of economy and efficiency must be observed both for ‘roll-out’ and ‘set the scene’ projects. Activities and budget should correlate and the benchmark of classic projects should be applied. The indicative budget per partner for small scale projects with smaller consortia should be around EUR 80.000 for a project duration of 18 months. Deviations from this recommendation are possible, but have to be explained. |   D.1 Project budget per co-financing source (fund) - breakdown per partner  Table automatically filled in from PART E |



D.2 Project budget - overview per partner / per budget line

Table automatically filled in from PART E



D.3. Project budget - overview per partner - for **FLAT RATE ON OTHER COSTS** only

Table automatically filled in from PART E



D.3.1. Project budget - overview per partner – **SUMMARY** (flat rate on other costs and all other budget lines)

Table automatically filled in from PART E



D.4 Project budget - overview per partner / per period

Table automatically filled in from PART E



**PART E Partner budget**

In Jems, the section E foresees detailed information on the partner budget, the sources of the public/private contributions, the budget lines and applied flat rates and lump sum.

**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[[4]](#footnote-4) |  |
| 15 | Hospitals and medical centres |  |
| 16 | Other |  |

1. Jems is the successor system to the current electronic Monitoring System (eMS) and was created by Interact. Jems offers the same opportunities, not just to manage Interreg programmes, but to further harmonise cooperation in Europe.  [↑](#footnote-ref-1)
2. Deviations may be accepted in well-justified cases only. [↑](#footnote-ref-2)
3. Deviations as regards the number of partners may be accepted in well-justified cases only. [↑](#footnote-ref-3)
4. Relevant only for target groups. [↑](#footnote-ref-4)