



Useful information about applications for capitalisation projects

Capitalisation projects are a specific format of classic projects, selected following a **one-step procedure**: applicants submit the application form via the Joint Electronic Monitoring System (Jems). The Terms of Reference (ToR) for capitalisation projects are published on the [“How to apply”](#) webpage.

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

Drafting the application form

- Classic projects follow specific rules. Read our programme manual to make sure you considered all requirements, and in particular:
 - Classic 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)
 - Reporting schedule (see D.7 Project reporting > Project reports: finance and activity reports > a) Classic projects).

[Consult the programme manual »](#)

- The call for capitalisation projects specifies particular requirements, for example regarding cornerstones (e.g. duration and financial support), partnership composition and indicative types of actions to be addressed by project proposals. To design a successful application, please read the ToR of the call carefully.



- Considering the specificities of the capitalisation call, make use of the [Partner Search Platform](#) of the programme to identify potential project partners, develop synergies with other stakeholders and reach interested solution takers.

Access the Partner Search Platform >>

- In order to support applicants in the design of their project application, the Joint Secretariat (JS) and the Alpine Contact Point (ACP) will offer individual consultations to lead applicants. Please submit to js@alpine-space.eu the Project Idea Form included in this kit (annex 1) by 15.05.2026 to request a consultation.
- With regards to the intervention logic, this capitalisation call will not require “pilot” outputs, as the testing and validation of the shortlisted solutions (see annex of the call ToR) have already taken place. Output indicator “jointly developed solutions” can be used to identify outputs that originate from the clustering of two or more shortlisted outputs. Result indicator “Solutions taken up or up-scaled by organisations” shall capture the uptake and long-term use of this outputs by the solution takers.
- For all other outputs and results planned with the project, use the indicator “other”. Please disregard the output and result indicators “organisation” which does not apply to this call.
- The [FAQ section](#) on the programme website is completed with detailed answers to frequently asked questions. The section also provides updated FAQ about the specific calls.
- The [Glossary section](#) on the programme website offers definitions of frequently used terms.
- You can work on the offline application form (AF) template guidance (annex 2) to prepare your application.
- Use the budget simulator (annex 3) to check your budget calculations and that you have correctly used the simplified cost options.

Prepare annex documents

- Each project partner shall verify the [national requirements](#) of its country. National requirements are to be provided to the ACP. They are not part of the application package to be submitted through Jems.
- Prepare your partnership agreement and make sure all partners sign it. You can find in annex 4 information about the partnership agreement and how to sign it. Templates are provided in the [programme manual and its annexes](#).



Submit your application via Jems

- Use the Jems guidance & the checklists for capitalisation project (annexes 5 and 6) to make sure you have not forgotten anything. Applications should only be submitted via Jems. Once registered, you will be able to access the open call for classic projects. Read the [technical guidance](#) for further information on how to fill the application form.
- Applicants will have to submit the signed partnership agreement on Jems.
- Submit your project proposals well ahead of the deadline to avoid any stress in case of technical difficulties.

Access the Joint electronic monitoring system (Jems) »

- Projects selected for ERDF funding will be invited to a “Get started” seminar. Date and place will be communicated in due time.

For more information, support in your partner search or advice on the consistency between your project idea and the cooperation programme, do not hesitate to get in touch with the [contact point](#) in your country. In case of technical questions regarding the Jems portal, please contact the Jems helpdesk: jems@alpine-space.eu. We are here to help!

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