

Application form guidance

CAPITALISATION 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 capitalisation projects. Please consider that this type of projects adopts the characteristics of Interreg Alpine Space classic projects, in a single-step application procedure (for more information on classic project please consult chapter A.3 “Typology of the projects” of the programme manual). Specific cornerstones of capitalisation projects are described in the Terms of Reference of the call. 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.

The following document is guiding through the single-step application procedure.

The AF is part of the Jems (joint electronic monitoring system). 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 following document is not the official application form and shall not be submitted to the programme.

We will do our utmost to ensure a high level of consistency between this document 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

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.

Project ID <i>Automatically generated</i>	
Project title Please insert the name of the project, which describes it best. Please keep it short and appealing. [maximum 200 characters]	Project acronym The acronym of the project should be short, meaningful and not in conflict with an existing brand or project. [maximum 25 characters]
Programme priority <i>Select from drop-down</i> Please select the only available option for this call for capitalisation project, Priority 4.	Programme priority specific objective <i>Select from drop-down the specific objective under the selected priority</i> Please select the only available option for this call for capitalisation project, SO 4.1.
Project duration Please enter 24 months (from start to end date of the project) as a cornerstone defined in the call for capitalisation projects ¹ .	

A.2 Project summary

[2.000 characters]

Please keep in mind: The summary should provide 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

¹ Deviations from reference value may be accepted in duly justified cases, at the latest two weeks in advance of the submission of the project proposal. In such cases, please contact js@alpine-space.eu

- the outputs you will capitalise on 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

Please answer all different aspects mentioned above in the summary.

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 write or adapt the project summary once all AF sections are filled in.

A.3 Project budget overview

This overview will be automatically generated based on your entries in section B.1.7

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

A.4 Project outputs and result overview

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

Programme Output Indicator	Aggregated value per Programme output indicator	Measurement Unit	Output	Output Title	Output target value	Programme result indicator	Baseline	Result indicator target value	Measurement unit

PART B - Project partners

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

Please consider that capitalisation projects shall be implemented by seven to twelve partners coming from at least four different partner states².

Please provide in section B.1.6 “Partner motivation and contribution” the partner’s previous relationship to the capitalised outputs and the role they will play in the capitalisation project, using the following categories: solution giver, solution taker, multiplier.

Partners overview

This overview will be automatically generated based on your entries in section B

Partner number (Step 1)	Partner status (Step 1)	Project partner - name of organisation in English (Step 1)	NUTS (country, if NUTS not applicable) (Step 1)	Organisation abbreviation (Step 1)	Partner role in the project (Step 1)	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	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

B.1 Project partner 1

² Deviations from reference value may be accepted in duly justified cases, at the latest two weeks in advance of the submission of the project proposal. In such cases, please contact js@alpine-space.eu

<p>Partners are listed by order of creation in Partner overview. Please insert the partners in accordance with the following order:</p> <ol style="list-style-type: none"> 1) Lead partner (LP) 2) ERDF-LP (only relevant if the LP is located in Liechtenstein or Switzerland) 3) EU partners 4) Non EU partners <p>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.</p>	<p>Click on „Add new partner“</p>
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B.1.1 Partner identity

Partner role in the project	<p>Drop-down list: lead partner or project partner</p> <p>Please choose either “lead partner” or “project partner” from the drop-down list.</p>
Abbreviated name of the organisation	Enter a short acronym or abbreviation
Name of organisation in original language	
Name of organisation in English	Use the official translation if it exists.
Department /unit / division	<p>If applicable</p> <p>Use the official translation if it exists.</p>

B.1.2 Partner address

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	Enter or select in drop-down
NUTS 2	<p>Enter or drop-down</p> <p>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)</p>
NUTS 3	Enter or drop-down
Street	Enter
House number	Enter
Postal code	Enter
City	Enter
Homepage	Enter

Address of department / unit / division (if applicable)

Country	Enter or select in drop-down
NUTS 2	Enter or drop-down
NUTS 3	Enter or drop-down
Street	Enter
House number	Enter
Postal code	Enter
City	Enter

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. In case the LP status is private, a change of LP will be necessary in step 2.
VAT number (or other identifier)	If no VAT number is available for the organisation, please use: <ul style="list-style-type: none"> - 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?	Select one option: yes/no/partly
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B.1.4 Legal representative

Title	First name	Last name
(optional)		

B.1.5 Contact person

Title	
(optional)	
First name	Last name
E-mail address	Telephone
	(format: 0049 (0) 123456789)

B.1.6 Partner motivation and contribution

<p>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?</p> <p>(max 500 characters)</p> <p>Please indicate with which thematic/institutional/policy related competences and experiences the partner organisation can contribute to the project.</p>
<p>What is the partner's role and responsibility in the project?</p> <p>(max 1.000 characters)</p> <p>Please indicate the role of the partner in the capitalisation project (solution giver, solution taker, or multiplier) and outline briefly its responsibilities in the project (WP, activities).</p> <p>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.</p>

OPTIONAL: Is the involvement of observers foreseen and is there any specific information you would like to share on their involvement? You can mention here the most relevant observer(s) for the partner and the role of the observer(s) in the project. This optional 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. Please mention here the most recent and relevant experiences, especially in Interreg projects.

(max 500 characters)

Please state whether the partner has a prior relationship with the capitalised outputs, and mention any other recent and relevant experience, particularly in Interreg projects.

B.1.7 Partner budget and co-financing

Partner budget overview by cost categories

Automatically generated from other field of this section

Partner Budget Options

Please select the simplified cost options corresponding to the budget option which your organization will use for the reimbursement of expenditure during the project implementation. See Programme Manual, section B.3.2 Cost categories, p37.

The three possible combinations of budget options are:

- option a:
 - ✓ flat rate for office and administration costs
 - ✓ flat rate for travel and accommodation costs
- option b:
 - ✓ flat rate for staff costs
 - ✓ flat rate for office and administration costs
 - ✓ flat rate for travel and accommodation costs
- option c:
 - ✓ flat rate for all other costs than staff costs

Partner budget

For cost categories that will be co-financed based on actual expenses (i.e. those not covered by the simplified cost options mentioned above), a total amount must be specified, as well as its distribution across the project periods.

Depending on the chosen combination of budget options, the cost categories available will be:

- option a:
 - ✓ staff costs

- ✓ external expertise and services (optional)
- ✓ equipment (optional)
- option b:
 - ✓ external expertise and services (optional if the other is chosen)
 - ✓ equipment (optional if the other is chosen)
- option c:
 - ✓ staff costs

For each cost categories on real costs, please enter the budget information:

Entry field for total	Total	Period 1	Period 2	Period x	Gap

Partner eligible budget will be automatically calculated on the basis of the amounts entered for co-financing on real costs and the applicable flat rates.

Table on partner lump sums is automatically generated on the basis of the values of section E.1 - Project lump sums).

Co-financing

	Amount	Percentage
Select "ERDF"	Automatically filled in based on partner total budget	Partner located in EU must enter: 75% Partner not located in EU must enter 0%
Partner contribution	Automatically filled in based on remaining to finance	Automatically filled in based on ERDF co-financing rate
PARTNER TOTAL ELEGIBLE BUDGET		

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
Partner name	Copy the status filled in B.1.3	Enter the portion of self-funding	Automatically calculated



<i>Add as many sources of co-financing as planned using the "+ add new contribution origin"</i>	<i>Enter co-funder legal status, either "private" or "public" and public equivalent.</i>	<i>Enter the portion of self-funding</i>	<i>Automatically calculated</i>
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Total contribution

	Amount	% of total partner budget
Sub-total public contribution	<i>Automatically calculated</i>	<i>Automatically calculated</i>
Sub-total automatic public contribution	<i>Automatically calculated</i>	<i>Automatically calculated</i>
Sub-total private contribution	<i>Automatically calculated</i>	<i>Automatically calculated</i>
TOTAL	<i>Automatically calculated</i>	<i>Automatically calculated</i>

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 do projects 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 pre-alpine territorial 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 capitalisation projects the work plan shall be composed of 2 work packages³, each with its respective project specific objective: the first one dedicated to the consolidation of the outputs, the strategic mapping of unreached target groups and the development of transfer services; and the second work one focused on providing these support services.

Details on the activities per WP, the planned deliverables and a detailed time line shall be elaborated

C.1 Project overall objective

Programme specific objective	Project overall objective
<i>(automatically inserted once it is selected in section A.1)</i>	<p><i>(max 500 characters)</i></p> <p>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 one programme objective. Your objective should:</p> <ul style="list-style-type: none"> • 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. <p>Make sure to provide a clear, concise description of the project overall objective. Explain its contribution to the Programme priority specific objective you have selected in the section A.1.</p>

³ Deviations from reference value may be accepted in duly justified cases, at the latest two weeks in advance of the submission of the project proposal. In such cases, please contact js@alpine-space.eu

C.2 Project relevance and context

C.2.1 What thematic focus of the call, common territorial challenge and/or joint asset will the project address?
(max 1.500 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 1.500 characters) 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 1.000 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 please explain shortly who will benefit from your project and inform about your direct target groups.

Please explain exactly who will benefit from your project. 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.

For capitalisation projects, partners identified as solution takers in the partner description section can also be listed in the target groups section, alongside a wider group of organisations. Generally, capitalisation projects are expected to reach a larger segment than the organisations participating as project partners, with an attention to target groups (sector, territories or administrative level) which were not reached in the capitalised projects.

N.B.: Each type of the target group can only be listed once, except for “Other”. “Other” must not be misuse to elaborate further on type of target groups available in the list.

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, the EU Green Deal, the Territorial Agenda 2030 or any other relevant strategy(ies) (e.g. 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 work plans of Actions Groups to get a clear picture of possible synergies and the contribution your project could make to EUSALP.

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 work plans of Actions Groups to get a clear picture of possible synergies and the contribution your project could make to EUSALP.

Strategy		Contribution
EUSALP	<input type="checkbox"/>	<i>mandatory in case of ticked box</i> (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).
EU Green Deal	<input type="checkbox"/>	<i>mandatory in case of ticked box</i> (max 500 characters)
EU Territorial Agenda 2030	<input type="checkbox"/>	<i>mandatory in case of ticked box</i> (max 500 characters)
Any other strategy(ies)	<input type="checkbox"/>	<i>mandatory in case of ticked box</i> (max 500 characters)

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

For capitalisation projects, please focus on stating the capitalised projects that will serve as foundational material, among them two must be Alpine Space projects shortlisted in the annex to the Terms of Reference. Additional input projects or initiative may be considered but should be limited.

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.

Project or initiative		Synergies
Title		(max characters 500)
Title		(max characters 500)

C.2.7 How does the project build on available knowledge?

(max 1.000 characters)

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.

C.3 Project partnership

(max 1.000 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 each single project specific objective you plan to achieve.

C.4.1 Work package 1

• Objectives

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

Please consider that 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.

Work package title	<i>Enter the title here (max 50 characters)</i>
Work package number	<i>Automatically generated</i>
Project specific objective 1	<i>Enter project specific objective here (max 250 characters)</i> A project specific objective is a “sub-objective” that contributes to the achievement of the overall project objective.
Communication objective(s) and target audience	<i>(max 500 characters)</i> 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

In the tab WP and responsibilities, click once on “+ add description”

Overall description of this WP and responsibilities	<i>(max 500 characters)</i>
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	Please shortly summarise the foreseen activities within this WP and indicate the partners who will be primarily responsible for the coordination and implementation of this WP.
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• 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 title	Deliverable description	Delivery period
D 1.1.1	Insert the title	(max. 200 characters) 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 deliverable per activity. The deliverable planned will have to be reported in the project reports.	Drop-down

• Outputs

When filling in this section please consider that:

- The output is the outcome of the activities co-financed, which is crucial for the fulfilment of project objectives. It is resulting from a work package and usually not from a single activity.
- The core objective of capitalisation is to boost the dissemination and uptake of already existing jointly developed solutions. The capitalised outputs have already been pilot-tested in the original projects. Therefore, the output indicator “pilot actions” is not up for selection.
- As capitalisation projects cluster and consolidate previously validated outputs under the indicator “jointly developed solutions,” the outputs resulting from this recombination also contribute to the programme output indicator “jointly developed solutions” (for details on the programme output indicators, their definitions, and target values, please refer to the Interreg Programme). If an output of the capitalisation project cannot be considered a transferable solution, please select “other” and precise the measurement.
- It is not mandatory to have at least an output in each WP. Please consider that there should not be more than three outputs per WP. Please only mention the output(s) in this section and do not list it/them again as deliverables.

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 detail what will be delivered	Enter the number	Drop-down
OI 1.2	Choose from the drop-down list	Automatic	Enter text	Describe in detail what will be delivered	Enter the number	Drop-down
OI 1.3	Choose from the drop-down list	Automatic	Enter text	Describe in detail what will be delivered	Enter the number	Drop-down

C.4.2 Work package 2

Repeat of section C.4.1

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 those that you will contribute to. You can refer to the table below summarizing the programme result indicator.

Capitalisation projects aim to boost the uptake and transfer of “jointly developed solutions.” Accordingly, results should contribute to the indicator “solutions taken up or up-scaled by organisations”, or else select “other” and precise measurement. The indicator “Organisations with increased institutional capacities” is not applicable in this project format, please do not select it.

For more information on the programme result indicators, the definition of these and the related target value please refer to the Interreg Programme).

Result Nr.	Programme result indicator	Measurement unit	Result description	Result indicator target value	Delivery period
RI 1	Choose from the drop-down list	Automatic	(max 500 characters) Describe in detail the change expected	Enter the number	Drop-down
RI 2	Choose from the drop-down list	Automatic	Describe in detail the change expected	Enter the number	Drop-down
RI 3	Choose from the drop-down list	Automatic	Describe in 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
WP 1: Title				
A 1.1 title				
A 1.2 title		Deliverable 1.2.1		
OI 1.1				
OI 1.2				
WP 2: Title				
A 2.1 title				

A 2.2 title			Deliverable 2.2.1	
A 2.3 title				
OI 2.1				
OI 2.2				
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? <i>(max 1.000 characters)</i> 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? Please precise how the project management will be organised and if it will be externalised.
C.7.2 Which measures will you take to properly steer the implementation of your project and to ensure an implementation in line with the AF? <i>(max 1.000 characters)</i> Describe specific approaches and processes (such as the use of project management tools - also in the light of change management and risk management) and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.
C.7.3 What will be the general approach you will follow to communicate about your project? <i>(max 1.500 characters)</i> 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 packages, 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 alpine-space.eu .
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)? <i>OPTIONAL (max 1.000 characters)</i>

If you would like to add something on top of the basics defined in the subsidy contract and partnership agreement, please detail it here. This information could especially consist of the following:
Defined responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

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*	<input type="checkbox"/>	Obligatory (max 100 characters). Please insert a short description and confirm that the project proposal was jointly developed.
Joint Implementation*	<input type="checkbox"/>	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	<input type="checkbox"/>	Optional (max 100 characters). If ticked, please insert a short description and confirm that this principle will be met.
Joint Financing	<input type="checkbox"/>	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	<i>Drop-down list: neutral, positive effects, negative effects</i>	(max 300 characters)
Equal opportunities and non-discrimination	<i>Drop-down list: neutral, positive effects, negative effects</i>	(max 300 characters)
Equality between men and women	<i>Drop-down list: neutral, positive effects, negative effects</i>	(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 <i>(max 1.000 characters)</i> 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 <i>(max 1.000 characters)</i> 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
C.8.3 Transferability <i>(max 1.000 characters)</i> 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.

PART D Project budget

D.1 Project budget per co-financing source (fund) - breakdown per partner

Table automatically filled in from B.1.7

Partner	Country	ERDF	ERDF co-financing rate	% of total ERDF	Public contribution	Private contribution	Total partner contribution	TOTAL BUDGET
PP1								EUR
PPn								EUR
Total				100%				EUR

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

Table automatically filled in from B.1.7

Partner	Country	Staff costs	Office & administration	Travel & accommodation	External expertise/services	Equipment	Lump sums	TOTAL BUDGET	(Net revenue)
PP1								EUR	
PP2								EUR	
PPn								EUR	
Total									
% of Total budget		%	%	%	%	%	%	100%	

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

Table automatically filled in from B.1.7

Partner	Country	Staff costs	Other costs	TOTAL BUDGET
PP1			automatically calculated	EUR
PP2			automatically calculated	EUR
PPn			automatically calculated	EUR
Total				
% of Total budget		%	%	100%

D.3.1. Project budget - overview per partner - SUMMARY (flat rate on other costs and all other cost category)

Table automatically filled in from B.1.7

Partner	Country	Staff costs	Office & administration	Office & administration	Travel & accommodation	External expertise/services	Equipment	Lump sums	TOTAL BUDGET
PP1									EUR
PP2									EUR
PPn									EUR
Total									
% of Total budget		%	%	%	%	%	%	%	100%

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

Table automatically filled in from B.1.7

Partner	Country	Preparation (Period 0)	Period 1	Period 2	Period t	TOTAL BUDGET
PP1						EUR
PP2						EUR
PPn						EUR
Total						
% of Total budget		%	%	%	%	100%
ERDF						EUR
Total EU funds						EUR

PART E - Project lump sums

E.1 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	Spilt up	Costs	LP	PP2	PPn	Sum	Gap
Choose "Project preparation" lump sum from dropdown list	Allocate the sum to the period "Preparation"	<i>Automatically prefilled</i>	<i>Automatically prefilled</i>	Allocate share to the partner	Allocate share to the partner	Allocate share to the partner	<i>Sum of the share allocated to each partner</i>	<i>Delta between lump sum cost and total sum of shares</i>
Total				<i>Automatically filled</i>	<i>Automatically filled</i>	<i>Automatically filled</i>	<i>Automatically filled</i>	

Application annexes

The partnership agreement (template to be found in the Applicant Kit) is to be signed by all partners and attached to the application in this section with the button "Upload file" before submitting the project proposal.

Check & Submit

Running the pre-submission check can be done anytime and help you check if a mandatory text field has been overlooked during the drafting of the project proposal. It is advised to test it before the very last finalisation.

Project proposal is submitted only when the button "Submit project application" is clicked, then the application status goes from 'Draft' to 'Submitted'.

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	
15	Hospitals and medical centres	
16	Other	

⁴ Relevant only for target groups.