Application form guidance

CLASSIC PROJECTS – Step 1 (light AF)

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 classic 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 References (ToR) and further specified in the programme manual (please consult section A.4 for more details), the calls for project proposals for classic project are mainly organised following a two-step application procedure by submitting an application form (AF):

* In the first step a light AF (AF step 1) is submitted and the projects are preselected by the programme committee (PC).
* In the second step the submission of the full AF (AF step 2) and the final decision of the PC takes place.

The following document is guiding through the step 1. Questions to be answered in the framework of step 2 are further detailed in the AF guidance of step 2.

Sections already addressed in step 1 may be revised by the applicants in step 2 so to follow recommendations of the PC or to improve the project proposal. Please consider that this results in a re-assessment of the respective section by the JS.

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 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 (AF step 1)**

**

*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**

|  |
| --- |
| **Project ID** |
| *Automatically generated* |
| **Project title** | **Project acronym** |
| Please insert the name of the project, which describes it best. Please keep it  short and appealing. [maximum 200 characters] | The acronym of the project should be short, meaningful and not in conflict with an existing brand or project. [maximum 25 characters] |
| **Programme priority** | **Programme priority specific objective** |
| ***Select from drop-down***  Please identify the programme priority that is most relevant for your project. | ***Select from drop-down*** *the specific objective under the selected priority*  Please identify the specific objective your project is addressing. Be aware of the specific thematic focuses for each Specific Objective which are listed in the Terms of Reference for call for classic projects. |
| **Project duration** |  |
| Please enter the number of months the project implementation lasts (from start to end date of the project) and consider that classic projects should have a duration of 24-36 months[[2]](#footnote-2). |  |

**A.2 Project summary**

|  |
| --- |
| *[2.000 characters]*  Please give a short overview of the project (in the style of a press release) and describe:   * the thematic focus or 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 added value of the transnational approach: why must the challenge be tackled at transnational level? * what is new/innovative about the project   IMPORTANT: Please insert a rough estimation on the total project budget (detailed financial plan to be provided in step 2 only).  Please answer all different aspects mentioned above.  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 (step 2)

**A.4 Project outputs and result overview**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 need to be filled in for each single partner.*

*Please consider that classic projects shall be implemented by seven to twelve partners coming from at least four different partner states[[3]](#footnote-3).*

**Partners overview**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Partner number** | **Partner status** | **Project partner – name of organisation in English** | **NUTS (country, if NUTS not applicable)** | **Organisation abbreviation** | **Partner role in the project** | **Partner total eligible budget (step 2)** |
| *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**

|  |  |
| --- | --- |
| Partners are listed by order of creation in Partner overview. Please insert the partners in accordance with the following order:  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  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. | *Click on „+Add new partner“* |

**B.1.1 Partner identity**

|  |  |
| --- | --- |
| **Partner role in the project** | *Drop-down list: lead partner or project partner*  Please choose either “lead partner” or “project partner” from the drop-down list. |
| **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** | *If applicable*  Use the official translation if it exists. |

**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* | *Enter or 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) |
| *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:   * 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* |

**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**

|  |
| --- |
| **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. |

**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 each project specific objective a work package shall be set up. Consequently, a project will have as many work packages as specific objectives defined.*
* *It is recommended to define a maximum of three specific objectives and work packages for “classic projects”.*
* *Only thematic work packages should be defined (no separate WP on project management or communication).*

*In step 1, projects shall provide information on the overall objective, the project relevance and context and the draft work plan. Details on the activities per WP, the planned deliverables and a detailed time line will be requested in step 2 only.*

**C.1 Project overall objective**

|  |  |
| --- | --- |
| **Programme specific objective** | **Project overall objective** |
| *(automatically inserted once it is selected in section A.1)* | *(max 500 characters)*  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:   * 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.   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. |

**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.

|  |  |
| --- | --- |
| **Target group** | **Specification** |
| *Select from drop-down* | *(max 100 characters)* |
| *Select from drop-down* | *(max 100 characters)* |
| *Select from drop-down* | *(max 100 characters)* |

One target group can only be listed once.

**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](file:///\\land-sbg.gv.at\dfs\amt\p\abteilung\201asp2127\E-Projects\01_Calls-for-proposals\Z_Application_kit\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 |  | *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). |
| EU Green Deal |  | *mandatory in case of ticked box* (max 500 characters) |
| EU Territorial Agenda 2030 |  | *mandatory in case of ticked box* (max 500 characters) |
| Any other 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.

|  |  |  |
| --- | --- | --- |
| **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 Draft project work plan**

Define one work package for each single project specific objective you plan to achieve.[[4]](#footnote-4)

**C.4.1 Work package 1**

* **Objectives**

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

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** | *(max 50 characters)* |
| **Work package number** | *Automatically generated* |
| **Project specific objective 1** | *(max 250 characters)*  A project specific objective is a “sub-objective” that contributes to the achievement of the overall project  objective. |

* **Overall description**

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

|  |  |
| --- | --- |
| **Overall description of this WP and responsibilities** | *(max 500 characters)*  Please shortly summarise the foreseen activities within this WP and indicate the partners who will be primarily responsible. |

* **Outputs**

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.

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.

It is not mandatory to have an output in each WP. Please consider that there should not be more than three outputs per WP.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Output Nr.** | **Programme output indicator** | **Measurement unit** | **Output title** | **Output target value** | **Output description** |
| OI 1.1 | *Choose from the drop-down list* | *Automatic* | *(max 200 characters) Enter text* | *Enter the number* | *(max 500 characters)*  *Describe briefly what will be delivered* |
| OI 1.2 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Enter the number* | *Describe briefly what will be delivered* |
| OI 1.3 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Enter the number* | *Describe briefly what will be delivered* |

**C.4.2 Work package 2**

Repeat of section C.4.1

**C.4.3 Work package 3**

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.

If your project results do 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).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Result Nr.** | **Programme result indicator** | **Measurement unit** | **Result indicator target value** | **Delivery period** | **Result description** |
| RI 1 | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *(max 500 characters)*  *Describe briefly the change expected* |
| RI 2 | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *Describe briefly the change expected* |
| RI 3 | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *Describe briefly the change expected* |

**C.5 Project Time Plan**

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

**Check & Submit**

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

Project proposal are submit only when the button “Submit project application” is clicked.

1. Jems is the successor system to the current electronic Monitoring System (eMS) and was created by Interact. Jems will offer 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 (seven to twelve) may be accepted in well-justified cases only. [↑](#footnote-ref-3)
4. Deviations from the draft work plan in step 1 to the final work plan in step 2 are possible to a certain degree. Please consult the Terms of Reference of the call for additional information. [↑](#footnote-ref-4)