

Application form guidance

CLASSIC PROJECTS (full 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. 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) the invitation to submit a follow-up project follows a one-step procedure, which means that all sections of the AF must be filled-in.

The AF is part of the Jems (joint electronic monitoring system)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

A.1 Project identification

| | |
|--|---|
| Project ID | |
| <i>Automatically generated</i> | |
| 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] |

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.

| | |
|--|---|
| Programme priority <i>Select from drop-down</i> Please identify the programme priority that is most relevant for your project. | Programme priority specific objective <i>Select from drop-down the specific objective under the selected priority</i> 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 . | |

A.2 Project summary

[2.000 characters]

Even if the summary was already presented within step 1, please spend some time on further elaborating it on the basis of the final project proposal. The rough estimation on the total project budget inserted in step 1 should be deleted as the detailed financing plan is anyhow part of the AF step 2.

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
- 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

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

² Deviations may be accepted in well-justified cases only.

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

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 |

B.1 Project partner 1

B.1.1 Partner identity

B.1.2 Partner main address

B.1.3 Legal and financial information

B.1.4 Legal representative

B.1.5 Contact person

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? |
| What is the partner's role and responsibility in the project? (max 1.000 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. 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 mention here the most recent and relevant experiences, especially 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 |
| Add as many sources of co-financing as planned using the "+ add new contribution origin" | Enter co-funder legal status, either "private" or "public" and public equivalent. | Enter the portion of self-funding | Automatically calculated |

Total contribution

| Amount | % of total partner budget |
|--------|---------------------------|
|--------|---------------------------|

| | | |
|---|--------------------------|--------------------------|
| Sub-total public contribution | Automatically calculated | Automatically calculated |
| Sub-total automatic public contribution | Automatically calculated | Automatically calculated |
| Sub-total private contribution | Automatically calculated | Automatically calculated |
| TOTAL | Automatically calculated | Automatically calculated |

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 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).*

C.1 Project overall objective

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? |
| C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes? |
| C.2.3 Why is transnational cooperation needed to achieve project objectives and results? |

C.2.4 Who will benefit from your project outputs?

In step 1, you have already provided an indication of the intended target groups and a rough description of these. Now, please explain in more detail 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.

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?

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.

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

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

C.3 Project partnership

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

In step 1, you have already defined a project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered. Now 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.

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> |
| 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

| | |
|---|---|
| Overall description of this WP and responsibilities | <i>(max 500 characters)</i> You have already roughly summarised the foreseen activities within this WP in step 1. Now please further detail this and indicate the partners who will be primarily responsible for the coordination and implementation of 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 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

Please reflect on the information already provided in step 1. Is there any update necessary? If yes, please revise accordingly. In any case, you should provide now a more detailed description on your outputs and insert the reporting period (RP) in which its delivery is intended.

Please consider:

- 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.
- 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 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 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.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

Please reflect on the information already provided in step 1. Is there any update necessary? If yes, please revise accordingly. In any case, you should provide now a more detailed description on your results and insert the reporting period in which its delivery is intended.

Please consider: if a project result is not contributing 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 description | Result indicator target value | Delivery period |
|------------|--------------------------------|------------------|--|-------------------------------|-----------------|
| 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 |
| RI 3 | 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 | | | | | | |
| WP 2: Title | | | | | | |
| A 2.1 title | | | | | | |
| A 2.2 title | | | | | | |
| A 2.3 title | | | | | | |
| A 2.4 title | | | | | | |
| OI 2.1 | | | | | | |
| WP 3: Title | | | | | | |
| Etc. | | | | | | |
| 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 1.000 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? 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?

(max 1.000 characters)

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?

(max 1.500 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 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 www.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)?

OPTIONAL (max 1.000 characters)

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 (AF step 2 only)

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 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 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.

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 ³ | |
| 15 | Hospitals and medical centres | |
| 16 | Other | |

³ Relevant only for target groups.