




Lead applicant seminar Agenda

02 December 2025 | Salzburg

In this seminar, we will give applicants all the information they need to develop their application form in the step 2 of the third [call for project proposals](#). We will answer your questions, give you tips, provide you with concrete examples and exercises and offer you individual consultations with tailored advices for your project. Besides programme staff, two experienced lead partners of projects will be ready to share their know-hows with you.

-  ***We expect all participants to have carefully read the [programme manual](#), and any other relevant guidance document. The seminar will be dedicated to provide clarification on in-depth questions and not to the basic information about the application procedure. You can find in the agenda below the chapters of the programme manual with which you should be familiar. Come prepared and increase your chances of getting your project co-financed!***

Venue

Imlauer Hotel
Rainerstrasse 6
Salzburg 5020
Austria

Agenda

Monday, 1 December 2025

19:00 Networking dinner

Let's meet for dinner at the **Wirtshaus Elefant** (Sigmund-Haffner-Gasse 4, Salzburg 5020 Austria) to get to know each other better!


Tuesday 2 December 2025

Registration opens at 8:30. A light lunch will be served from 12:30 to 13:30.

9:00 - 9:15 Opening

9:15 - 10:30 How to prepare a quality application form? - Part 1

 **9:15 - 10:15** Project intervention logic and outputs, project synergies

 *Read chapter A.2 Required features for quality projects*


 **10:15 - 10:30** Cooperation with EUSALP

10:30 - 11:00 Coffee break

11:00 - 12:00 How to prepare a quality application form? - Part 2

 **11:00 - 11:30** Communication and project greening

 **11:30 - 12:00** Workplan and timeline of activities

 *Read chapter D.4 Project communication and the Annex Ia: AF guidance for classic projects - step 1 and step 2.*


12:00 - 12:30 Contractual arrangements, state aid and public procurement

 *Read chapters C. Contractual arrangements, D.3 State aid and D.2 Public procurement.*


12:30 - 13:30 Light lunch



13:30 - 14:30 How to build a budget


 Read chapters B.3 Eligibility rules.

14:30 - 15:00 National information by the Alpine Space contact points

 The Alpine Space contact points will answer your questions about the [national requirements](#).

15:00 - 15:10 Wrap-up and next steps

15:10 - 17:00 Project consultations

 Individual consultation slots (20 min per project) will be provided to applicants according to their availability and that of the project officers and ACP. This consultation can also take place online after the seminar.

17:00 End of the applicant seminar