

Interreg



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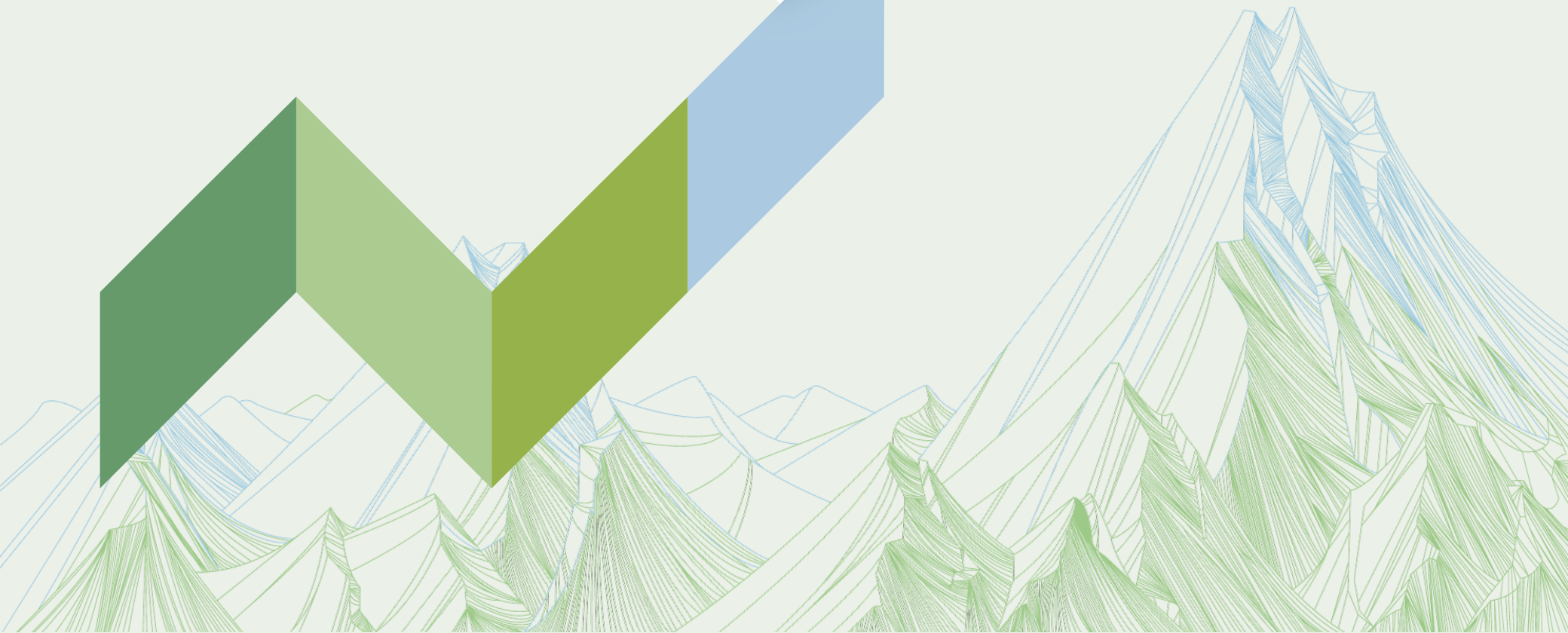
Alpine Space

How to prepare a good application form

Salzburg | Austria | 2.12.2025

Nuno Madeira

21/27



How to prepare a good application form?



Workplan and
timeline of
activities



Logical and
chronological
structure of your
project

Workplan and timeline of activities



WORK PLAN

- Keep it simple!
- What is the **specific objective** of the work package?
- How are the work packages linked to each other?
- Design a clear structure and **coherence** of thematic activities within the project

Recommendations (1):

- Transnational purpose = guiding principle
- Limited number of deliverables and outputs: quality vs. quantity

Workplan and timeline of activities



WORK PLAN

Recommendations (2):

- A WP does not necessarily need to have an output
- Create the right output in the right WP
- Check the coherence of the timeline between WP, activities, and the delivery of outputs and deliverables
- Plan the delivery of outputs early enough (dissemination/transferability)

Workplan and timeline of activities



TARGET GROUPS

- Relevant to the project **intervention logic** and to the **communication approach**
- **Concrete measures** to involve them during project implementation and in the phase of output development (consulting loops etc.)
- Focus on the **main** target groups and specify them
- Observers - please explain the level of involvement - **quality** vs. quantity

Workplan and timeline of activities



DURABILITY AND TRANSFERABILITY

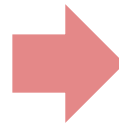
- Concrete measures to achieve **sustainable results**
- Link to the target groups
- Link to your communication strategy

Workplan and timeline of activities



DURABILITY AND TRANSFERABILITY

- Concrete measures to achieve **sustainable results**
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Communication

Workplan and timeline of activities



PARTNERSHIP

- Experience / competence in the field addressed
- Defined role and added-value of each PP
- Reaching target groups / stakeholders
- Policy role / impact on policymaking

Recommendations:

- Involvement and main tasks in the activities to be clearly mentioned
- PP budget required to be proportionate with its role

Workplan and timeline of activities



CONTRIBUTIONS AND SYNERGIES

- Contribution to EUSALP, the concrete AGs and their work plans
- EU Green Deal, TA 2030, other relevant strategies
- Synergies with other projects or initiatives

Recommendations:

- Get to know EUSALP's action plan and actors
- Describe precisely and specifically your contribution to the strategies
- Reflect concrete synergies in the work plan
- Explain clearly the added-value to the existing

THANK YOU FOR YOUR ATTENTION!

