

Useful information about applications for small-scale projects

In the period 2021-2027, the Interreg Alpine Space programme co-finances for the first time **small-scale projects**. They are shorter and involve less partners compared to classic projects. Small-scale projects allow the beneficiaries to address innovative subjects from a thematic and/or territorial perspective. They can also focus on knowledge rollout and uptake.

Small-scale projects will be selected following a **one-step procedure**. Applications can be submitted on an ongoing basis, and decisions on project selection are taken approximately twice a year. The terms of references for small-scale projects are published on the programme website and are reviewed annually.

You are preparing an application for a small-scale project? In this kit, you can find useful documents as well as some recommendations to consider before submitting your application.

Drafting the application form

- Small-scale project follow specific and simplified rules compared to classic projects. Read our programme manual to make sure you took into account all requirements for small-scale projects, and in particular:
 - Small-scale project characteristics (see section A.3 Typology of the projects)
 - Eligibility rules & specific simplified cost options (see section B.3 Eligibility rules & tables B.3.2 Cost categories)
 - Application form guidance for small-scale projects (see Annex 1b; for instance section C.4, that specifies that the workplan consists of only one work package).

[Consult the programme manual »](#)

- In a dedicated Q&A session, the Joint Secretariat staff answered numerous questions about the application for small-scale projects. The [recording and proceedings of all Q&A sessions](#) about the first calls are available on the website.



- The [FAQ section](#) on the programme website was completed with detailed answers to frequently asked questions.
- You can work on the offline AF template (in annex) to prepare your application.
- Use the budget simulator (in annex) to check your budget calculations and that you have correctly used the simplified cost options.

Prepare annex documents

- Prepare your partnership agreement and make sure all partners sign it. You can find in annex detailed information about the partnership agreement and how to sign it. Templates are provided in the [Programme manual and its annexes](#).
- Have a look at the [national requirements](#) for each country to make sure to fulfil those that apply to you.

Submit your application via Jems

- Applications should only be submitted via Jems. Once registered, you will be able to enter the open call for small-scale projects. Read the [technical guidance](#) for further information on how to fill the application form.

[Access the Joint electronic monitoring system \(Jems\) »](#)

- Upload your signed partnership agreement on Jems.
- Use the Application Form checklist (in annex) to make sure you have not forgotten anything.
- Submit your proposal ahead of the deadline to avoid any stress due to technical difficulties.
- The start date of projects will be announced depending on the number of applications received. This information will be shared with the applicants soon after the submission deadline.
- Selected projects will be invited to a “Get started” seminar. Date and place will be communicated in due time.

If you cannot find an answer to your question in the guidance documents, please contact the **Joint Secretariat (JS)** or **Alpine contact points (ACP)**. You can find our [contact details here](#) or write us an email at js@alpine-space.eu. We are here to help!

Good luck with the application process! We are looking forward to read your project proposals.