

**Off-line template**

**of the Application Form   
for the Call for Proposals**

(rev 11\_2022)

*Please note that the application form has to be completed and submitted via the electronic monitoring system of the programme (JEMS). Therefore,* ***it is important a cross reading of this tool with***

* ***JEMS user manual available for the selected call for project proposals****.*
* ***F.S. 1.1 Strategic and performance framework***
* ***F.S. 4.10.1 Guidance for Simplified Cost Options and Small Scale Projects***

*This offline template is for information purposes only and could be subjected to little changes. Any modification will be promptly updated on the Programme available website before the JEMS link publication.*

###### PART A – Project identification

Purpose and logic:

* The main purpose of this section is to have the project overview presented on one page (project identity, content summary, list of partners, total budget).
* A.2 Project summary is needed for many different reasons; for example, to be published on the programme's website, for assessors, for MC, for keep.eu and for any other database collecting such information.
* A.3 Project partners overview is created automatically from Part B.
* A.4 Project budget overview is created automatically from Part D.

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A.1 Project identification

|  |  |  |
| --- | --- | --- |
| Project ID |  | Automatically generated according to programme rules in their monitoring system |
|  |  |  |
| Name of the lead partner organisation (original language or English language) |  | *Automatically filled in from part B* |
|  |  |  |
| Project title |  | Project acronym |
| *Enter title here* |  | *Enter acronym here* |
|  |  |  |
| Programme priority |  | Programme priority specific objective |
| Select from drop-down |  | *Select from drop-down of objectives that belong to the selected programme priority (links to Part C)* |
|  |  |  |
| Project duration (no. of months) |  | *Enter a number* |

A.2 Project summary

|  |
| --- |
| Please give a short overview of the project and describe:   * the common challenge of the programme area you are jointly tackling in your project; * the overall objective of the project and the expected change your project will make to the current situation; * the outputs you will produce and those who will benefit from them; * the approach you plan to take and why a cross-border/transnational/inter-regional approach is needed; * what is new/original about the project. |
| *In English language [max 2000 characters]* |

A.3 Project partner overview

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

A.4 Project budget overview



NB. Take note you have to use 2 sections of JEMS Application Form for project budget building. The project budget tables available in section B include all budget lines except for the lumpsums, to be filled in the section E. **To make easier the budget data entry into JEMS, a budget excel tool will be available linked to this template.**

A.5 Project outputs and result overview

Purpose and logic:

* This is an overview table based on data from outputs and results tables in the work plan. No new data is presented here.
* Each output indicator needs to have a corresponding result indicator for this table to work.

---------------------------------------------------------------------------------

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme output indicator | Aggregated value per programme output indicator | Measurement unit | Project output number | Project output  (Output title) | Output target value | Programme result indicator | Result indicator baseline | Measurement unit | Result indicator target value |
| *From WPs* | *Automatically calculated* | From WPs | *From WPs* | *From WPs* | *From WPs* | *From C.5* | From C.5 | From C.5 | *From C.5* |
|  | *From WPs* | *From WPs* | *From WPs* | *From C.5* |
| *From WPs* | *Automatically calculated* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From C.5* | *From C.5* | *From C.5* | *From C.5* |
|  | *From WPs* | *From WPs* | *From WPs* | *From C.5* |
|  | *From WPs* | *From WPs* | *From WPs* | *From C.5* | *From C.5* |

PART B – Project partners

Purpose and logic:

* All sections need to be repeated for all partners. B.1.7 Partner budget is an overview table.
* Data marked with an asterisk (\*) is mandatory according to the regulations. In the current programming period, the information on data to be recorded and stored in computerised form for each operation in the monitoring system set up in accordance with Article 72(1)(e) of Regulation (EU) No 2021/1060 is set out in Annex XVII to Regulation 2021/1060.

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N.B. JEMS provides also an overview of all the partners involved within the project. Essential data is displayed in this overview list

B.1 Project partner 1

B.1.1 Partner identity

|  |  |  |
| --- | --- | --- |
| Partner number |  | *Automatically generated by the system* |
| Partner role in the project |  | *Drop-down list: lead partner, project partner* |
| Abbreviated name of organisation |  | *Enter here* |
| Name of organisation in original language\* |  | *Enter here* |
| Name of organisation in English |  | *If existing, using the official translation* |
| Department /unit / division |  | *If applicable, enter here* |

B.1.2 Partner main address

|  |  |  |
| --- | --- | --- |
| Country\* (Nuts 0) |  | *Drop-down*   * ITALIA (IT) for any Italian beneficiaries * CRNA GORA (ME) for any Montenegrin beneficiaries * Shqipëria (AL) for any Albanian beneficiaries |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| Drop-down |  | *Drop-down* |
|  |  |  |
| Street\* |  | House number\* |
|  |  |  |
|  |  |  |
| Postal code\* |  | City\* |
|  |  |  |
|  |  |  |
| Homepage |  |  |

Address of department / unit / division (if applicable)

|  |  |  |
| --- | --- | --- |
| Country\* (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| Drop-down |  | *Drop-down* |
|  |  |  |
| Street\* |  | House number\* |
|  |  |  |
|  |  |  |
| Postal code\* |  | City\* |
|  |  |  |
|  |  |  |

B.1.3 Legal and financial information

|  |  |  |
| --- | --- | --- |
| Type of partner |  | *Drop-down, pre-defined list (see Annex 1 – Type of partner and target group classification)* |
| Legal status |  | *Drop-down (minimum this: public\* / private\* but there could be more options)* |
| Co-financing rate (%) |  | *Automatic from E.1 Partner budget* |
| VAT number ()\* |  | *Fill in* |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?\* |  | *Drop-down list: yes/no/partly* |
| other identifier number |  | *Optional* ***(fill in official PEC in case of Italian Beneficiary)*** |
| Official email address (PEC compulsory only for Italian partners) |  | *Fill in* |

B.1.4 Legal representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name\* |  | Last name\* |
| *for example: Mr, Mrs, Dr, etc.* |  | *Enter here* |  | *Enter here* |

B.1.5 Contact person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name\* |  | Last name\* |
| *for example: Mr, Mrs, Dr, etc.* |  | *Enter here* |  | *Enter here* |

|  |  |  |
| --- | --- | --- |
| E-mail address\* |  | Telephone\* |
| *Enter here* |  | *Enter here* |

B.1.6 Partner motivation and contribution

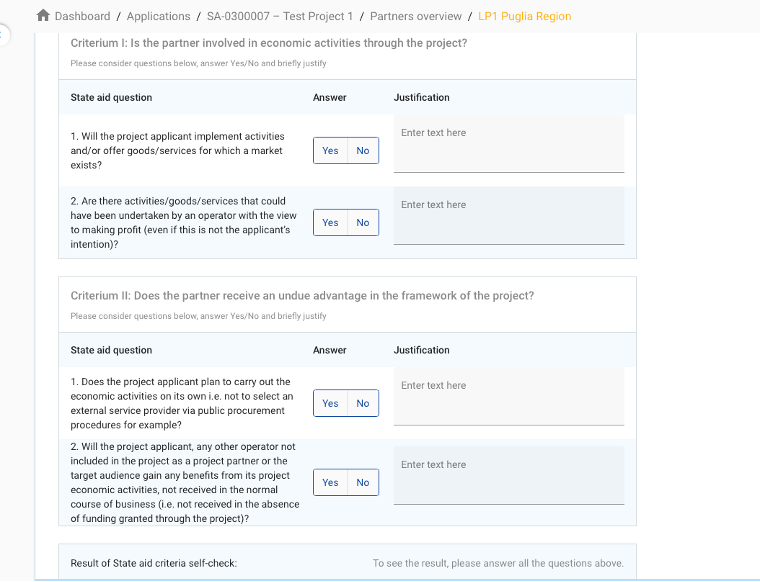
|  |
| --- |
| Which of the organisation’s thematic competences and experiences are relevant for the project? |
| *Enter text here – max 1000 character* |
|  |
| If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects. |
| *Enter text here – max 1000 character* |
|  |

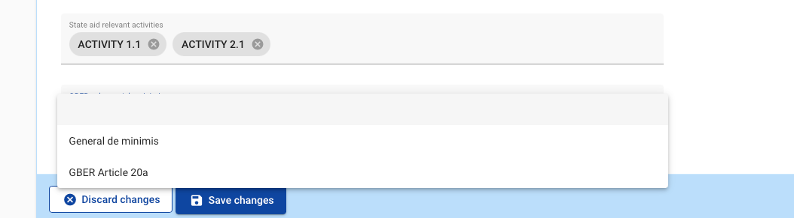
B.1.7 Partner budget

|  |  |  |  |
| --- | --- | --- | --- |
|  | Amount |  |  |
| Programme co-financing | *automatically calculated based on the co-financing rate* | Co-financing rate | |
|  | |
| Partner contribution | *automatically calculated* |  | |
| of which automatic public contribution | *EUR* | Rate of automatic public contribution | |
| *automatically calculated %* | |
| PARTNER TOTAL ELIGIBLE BUDGET | *automatically filled in from E.4* |  | |

B.1.8 State Aid

Please fill in relevant data replying to the State aid questions





B.1.9 Associated organisation (OPTIONAL)

|  |  |  |
| --- | --- | --- |
| Associated organisation number |  | *Automatically generated by the system* |
| Name of organisation in original language |  | *Enter here* |
| Name of organisation in English |  | *If existing, using the official translation* |

|  |  |  |
| --- | --- | --- |
| Country (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| Drop-down |  | *Drop-down* |
|  |  |  |
| Street |  | House number |
|  |  |  |
|  |  |  |
| Postal code |  | City |
|  |  |  |

Legal representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *Drop-down list: Mr, Mrs, Dr, etc.* |  | *Enter here* |  | *Enter here* |

Contact person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *for example: Mr, Mrs, Dr, etc.* |  | *Enter here* |  | *Enter here* |

|  |  |  |
| --- | --- | --- |
| E-mail address |  | Telephone |
| *Enter here* |  | *Enter here* |

|  |
| --- |
| Please describe the role of the associated organisation in the project. |
| *Enter text here – max 1000 character* |

B.2 Project partner 2

All sections from B.1 repeat

PART C – Project description

This part is about the description of the whole project. The overall logic (the story) is:

* What do you want to achieve? The big dream/goal/aim which is the overall objective.
* Why is this needed and for whom?
* How does it fit into the bigger picture?
* How will you do it? Activities!
* What will be delivered? Outputs!
* What will change at the end? Results!

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C.1 Project overall objective

Below, you can choose to which programme priority specific objective your project will contribute to. 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 the programme objective. Your objective should:

* be realistic and achievable by the end of the project, or shortly thereafter;
* specify who needs project results and in which territory;
* be measurable – indicate the change you are aiming for.

|  |  |
| --- | --- |
| Programme priority specific objective | Project overall objective |
| *(Automatically inserted once it is selected in section A.1)* | *Enter your project overall objective here – max 500 characters* |

C.2 Project relevance and context

|  |
| --- |
| C.2.1 What are the common territorial challenge(s) that will be tackled by the project?  Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed. |
| *Enter text here – max 1000 characters*  not applicable for SSP call |
|  |
| C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?  Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries. |
| *Enter text here- max 1000 characters*  not applicable for SSP call |
|  |
| C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve project objectives and results?  Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border/transnational/inter-regional approach. |
| *Enter text here max 2000 characters*  not applicable for SSP call |
|  |

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. In the second column, 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.

|  |  |
| --- | --- |
| Target group | Specification |
| *Select from drop-down* | *Enter text – max 750 characters* |
| *Select from drop-down* | *Enter text – max 750 characters* |
| *Select from drop-down* | *Enter text – max 750 characters* |

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

The programme requires to describe if the project contributes to one of the topics of intervention of EUSAIR strategy and if applicable, Please specify the project contribution to EUSAIR goals, the precise EUSAIR actions of the action plan or flagship are going to be implemented, as well as how the EUSAIR stakeholders are involved, and the follow-up of the project.

Additional points may be provided only if the reference to EUSAIR is precise and the link is evident (if written proof is available or equivalent evidence).

|  |  |  |
| --- | --- | --- |
| Strategy | | Contribution |
| Strategy 1 |  | *Enter text – max 750 characters* |
| Strategy 2 |  | *Enter text – max 750 characters* |

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of? Please specify relevant **capitalization actions** you planned, aimed also at building up **synergies and avoiding overlapping** with other projects, in terms of content, partners, location (especially first call and thematic projects) and initiatives. The synergies to be filled in regard: ADRION, ROPs and National IPA programmes

|  |  |  |
| --- | --- | --- |
| Project or initiative | | Synergies |
| *Enter title* |  | *Enter text max 750 characters* |
| *Enter title* |  | *Enter text max 750 characters* |

|  |
| --- |
|  |
| C.2.7 How does the project build on available knowledge?  Please describe the experiences/lessons learned that the project draws on, and another available knowledge the project capitalises on. |
| *Enter text here max 1000 characters* |
|  |

C.3 Project partnership

|  |
| --- |
| Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project? |
| *Enter text here max 2000 characters* |

C.4 Project work plan

Purpose and logic:

* Applicants can define more than one specific objective. This means that the project will have as many work packages as it will have specific objectives defined. Basically, We recommend up to 3 work packages, but in some cases up to 5 should also be acceptable. In case of SMALL SCALE PROJECTS we suggest to set up only one work package with its own project specific objective/project output / project result to be achieved
* Only thematic work packages will be used. Communication activities don't have a separate WP – instead, they are embedded in the thematic work packages. Since the communication activities could coincide with the SCO outputs chosen by the selected call, in order to avoid overlapping they are not applicable for SSP call
* WP Project management is not a work package anymore – instead, questions about how the project will be managed are in C.7. not applicable for SSP call
* There are also no separate investment work packages. The applicants will need to provide additional information about investments that will be included in the thematic work packages. not applicable for SSP call

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C.4.1 Work package 1

Objectives

Purpose and logic:

* To achieve a specific project objective, partners may need to achieve one or more communication objectives.
* *For example, to limit pollution in a city (project specific objective), they may need to: 1) Convince commuters to take the bus instead of their private car (communication objective 1); 2) Convince local politicians to put in place specific measures to reduce car traffic in the city centre (objective 2), etc*. These two examples of communication objectives require different communication activities and therefore need to be specified in the AF. In case of SSP the communication activities will coincide with the activities linked to the SCO outputs chosen by the applicant
* Because projects are different, it needs to be possible for applicants to include zero, one or more communication objectives per work package depending on what is relevant for their project. Every project must have at least one communication objective but the applicant will decide in which work packages they are needed.

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

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 | *Enter the title here - 100 characters* |
| Work package number | *Automatically generated* |
| Project specific objective 1 | *Enter project specific objective here - max 250 characters* |
| Communication objective(s) and target audience | *If applicable for this work package, enter communication objective here – max 500 characters* |

Investment - not applicable for SSP call

Purpose and logic:

* A box with questions opens for each investment.
* Each bullet point is one entry field with a list of possible questions the applicant needs to answer.

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Fields with questions about the investment:

* Investment number (automatic)
* Investment title
* Expected delivery period
* Justification
* Explain why this investment is needed.
* Clearly describe the cross-border/transnational relevance of the investment.
* Describe who is benefiting (e.g., partners, regions, target groups, etc.) from this investment, and in what way.
* In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.
* Location of the investment
* Location of the physical investment; if possible, a specific address where the investment will be located
* Drop-down list (NUTS3 codes + whole programme area)
* Risks associated with the investment
* Description of the risks associated with the investment, go/no-go decisions, etc. (if any)
* Investment documentation
* Please list all technical requirements and permissions (e.g., building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form. Otherwise indicate when you expect them to be available.
* For investments in small infrastructure, functional to the project objective, with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies.
* Ownership
* Who owns the site where the investment is located?
* Who will retain ownership of the investment at the end of the project?
* Who will take care of the maintenance of the investment? How will this be done?

Activities

Purpose and logic:

* The project needs to describe how the activities suggested are needed for the delivery of outputs listed in a specific work package.
* Project partners' involvement in each activity should be described in the activity description.
* 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.
* In accordance with the Programme Intervention Logic, for statistical purposes, we require the applicant to select a typology of activity out of the programme types of actions, and insert the following codes in the title of each activity

|  |  |  |
| --- | --- | --- |
| Code: | Action | Definitions |
| (PSe) | 1) Public services | various services provided jointly to citizens, to private or public organisations by the typical beneficiaries of the Programme (public authorities, socio-economic partners, non-profit, universities, etc.). This is wider than the concept of SGEIs used in the field of State Aid |
| (DSe) | 2) Digital services | joint public services provided in digital form, therefore through online platforms or any suitable digital device, which are focused by the programme in compliance with the digital agenda |
| (SIn) | 3) Small investments | Measures focused on existing investments, tools, equipment or other investments and typically concerning updates, restoration or fixing of existing investments, having a limited contract value in proportion to the limited resources of the programme. These investments are not the objective as such, but functional to the achievement of the programme and operation’s objectives and directly or indirectly for the benefit of the entire cross-border area |
| (IeA) | 4) Innovative experimental applications | tools, technical items or processes, software/hardware items, which have an innovative nature, as they have not been deployed before in the specific way, area or context, as well as they have experimental nature, as first test or pilots, out of which a wide use of the application is expected, if successful. The innovative experimental applications are not conceived as project output, but as actions part of other project actions, which together contribute to the achievement of the global project output, thus a tool necessary to reach the global output and not as the project output as such, therefore additional RCO 84 e RCR 79 and 104 are not used. |
| (Agr) | 5) Agreements | agreements among beneficiaries or target groups, in any suitable form, such as memorandum of understanding, conventions, contracts, framework agreements, etc., which may address specific issues or remove specific legal or administrative obstacles, among others, while enhancing coordination and finally more effective use of public resources or services |
| (JMP) | 6) Joint models / processes | models of management, production, decision-making, monitoring processes and procedures, strategic plans, feasibility studies, campaigns, etc. which are shared by the beneficiaries or by the target groups of different territories, and which simplify, harmonise or make procedures more effective across the borders |
| (CBT) | 7) Capacity building / trainings | activities, which have the objective to increase capacities and skills of the targeted persons or groups of persons. These are implemented often but not exclusively in the form of joint training courses, workshops, seminars, new curricula for professional skills, etc., and they may but do not necessarily lead to an official recognition of the qualification acquired across borders |

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Please describe the activities by which the project achieves the above project specific objective and related communication objective(s). Add deliverables to activities. Take care on maximum number of characters allowed in each section.

In case of SSP, the applicant must describe activities using the above listed codes (eg.JMP) to have linked deliverables aligned with each chosen SCO (eg. 1 workshop kit in AL, 1 BtoB kit in IT, 1 training action report in MNE which are delivered during the JMP activity), in order to guarantee the FLC verification on the SCO output in a proper way.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ac Nr. | Activity title | Activity description | Start period | End period | Deliverables |
| A 1.1 | *Enter text*  *Max 200 characters* | *Enter text*  *Max 1000 characters* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.2 | *Enter text*  *Max 200 characters* | *Enter text*  *Max 1000 characters* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.3 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.4 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |

|  |  |  |  |
| --- | --- | --- | --- |
| Del Nr. | Del. Title | Deliverable | Delivery period |
| D 1.1.1 | *Enter text*  *Max 100 characters* | *Enter text*  *Max 300 characters* | *Select the period from drop-down* |

Outputs

Purpose and logic:

* There is only one output table in each work package. It is for outputs that contribute directly to programme output indicators, i.e., have the same measurement unit and can be aggregated on project and programme level.

In case of SSP emphasis must be given to the project output and not to the SCO-outputs used. Therefore, each chosen lumpsum/SCO has to be filled in the AF as dedicated DELIVERABLE to be reached in the development of its related activity, to guarantee its verification in a proper way.

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Based on the activities you need to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation (on 2024 and 2029).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Output Nr. | Programme output indicator | Measurement unit | Output title | Output description | Output target value | Delivery period |
| OI 1.1 | *Choose from the drop-down list* | *Automatic* | *Enter text*  *Max 200 characters* | *Describe in more detail what will be delivered*  *Max 500 characters* | *Enter the number* | *Drop-down* |
| OI 1.2 | *Choose from the drop-down list* | *Automatic* | *Enter text*  *Max 200 characters* | *Describe in more detail what will be delivered*  *Max 500 characters* | *Enter the number* | *Drop-down* |
| OI 1.3 | *Choose from the drop-down list* | *Automatic* | *Enter text*  *Max 200 characters* | *Describe in more detail what will be delivered*  *Max 500 characters* | *Enter the number* | *Drop-down* |

C.4.2 Work package 2

Repeat of the whole section C.4.1

C.4.3 Work package 3

Repeat of the whole 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 take a look at the programme result indicators and select those that you will contribute to. In accordance with the Programme/project Intervention Logic defined in the F.S.1.1 of the IPA S.A. 21-27 Programme Manual, it is recommended to select the Programme Result Indicator directly linked to its Programme output indicator, already chosen in the section C4.1 of the AF (ie. **Each RCO is linked to only one RCR**)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Result Nr. | Programme result indicator | Measurement unit | Result description | Result indicator baseline | Result indicator target value |
| RI 1 | *Choose from the drop-down list* | *Automatic* | *Describe in more detail the change expected*  *Max 1000 character* | *Automatically retrieved from programme data* | *Enter the number* |
| RI 2 | *Choose from the drop-down list* | *Automatic* | *Describe in more detail the change expected*  *Max 1000 character* | *Automatically retrieved from programme data* | *Enter the number* |

C.6 Time plan

Purpose and logic:

* This is an overview table that is automatically generated from thematic work packages.
* **Please note: deliverables are linked to activities, outputs are per work package and results are on project level.**
* The time plan shows only periods, not months. The length of each period will be 6 months.

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |  |
| OI 1.1 |  |  |  |  |  |  |
| OI 1.2 |  |  |  |  |  |  |
| WP 2: Title |  |  |  |  |  |  |
| A 2.1 title |  |  |  |  |  |  |
| A 2.2 title |  |  |  |  |  |  |
| A 2.3 title |  |  |  |  |  |  |
| OI 2.1 |  |  |  |  |  |  |
| WP 3: Title |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |
| Result indicator |  |  |  |  |  |  |
| RI 1 |  |  |  |  |  |  |
| RI 2 |  |  |  |  |  |  |

C.7 Project management

Purpose and logic:

* The purpose of this section is to find out if the partnership has thought through the implementation of the project and is aware of the time and resources needed for coordination and administrative requirements.
* Question C.7.3 about the communication in the project management section should not contain additional communication activities which should all be in the work packages. Its main purpose is to raise awareness about the importance of communication. To be more specific, its aims are:
* To provide a summary of the communication approach across the project, including how the communication function is used to transfer project results.
* To give a strong signal to applicants that they need to use communication as a key tool in their project.
* To give a strong signal to applicants that communication is the responsibility of all partners and needs to be done in a coordinated and consistent manner.

-----------------------------------------------------------------------------------

In addition to the thematic work you will do in your project, you 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?  Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work? |
| *Enter text here max 2000 characters* |
|  |
| C.7.2 Which measures will you take to ensure quality in your project?  Describe specific approaches, processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here. |
| *Enter text here max 2000 characters*  not applicable for SSP call |
|  |
| C.7.3 What will be the general approach you will follow to communicate about your project?  Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transferring 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. |
| *Enter text here max 2000 characters*  not applicable for SSP call |
| 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)?  Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc. |
| *Enter text here max 2000 characters*  not applicable for SSP call |
|  |

C.7.5 Cooperation criteria - Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

|  |  |  |
| --- | --- | --- |
| Cooperation criteria | | Description |
| Joint Development\* |  | *Enter text*  *Max 300 characters* |
| Joint Implementation\* |  | *Enter text*  *Max 300 characters* |
| Joint Staffing |  | *Enter text*  *Max 300 characters* |
| Joint Financing |  | *Enter text*  *Max 300 characters* |

C.7.6 Horizontal principles - Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice. **Be aware that the horizontal principles shall be monitored during the project implementation.**

|  |  |  |
| --- | --- | --- |
| Horizontal principles | Type of contribution | Description of the contribution |
| Sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle | *Drop-down list: neutral, positive effects, negative effects* | Max 500 characters |
| Equal opportunities and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation | *Drop-down list: neutral, positive effects, negative effects* | Max 500 characters |
| Equality between men and women, gender mainstreaming and the integration of a gender perspective | *Drop-down list: neutral, positive effects, negative effects* | Max 500 characters |

C.8 Long-term plans

Purpose and logic:

* We ask only about the long-term plans for outputs because by using outputs the results are achieved. So, if outputs have a long-lasting effect, the results will also be long-lasting. It is important to emphasise that not all questions are relevant for all type of outputs.

-----------------------------------------------------------------------------------

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 - Please describe who will ensure the financial and institutional support for outputs developed by the project (e.g., tools), and explain how these outputs will be integrated in the work of partner organisations. |
| *Enter text here max 2000 characters* |
|  |
| C.8.2 Durability - Some outputs should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. *For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this.*  *Therefore, p*lease describe how your outputs will be used after the project ends, and by whom. |
| *Enter text here max 2000 characters* |
|  |
| C.8.3 Transferability - Some outputs that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs and are able to use them? |
| *Enter text here max 2000 characters* |
|  |

ANNEX 1 - Classification of type of partners and target groups

|  |  |  |  |
| --- | --- | --- | --- |
| Nr | Main categories | Examples | Measurement unit |
| 1 | Local public authority | municipality, etc. | [number of organisations] |
| 2 | Regional public authority | regional council, etc. | [number of organisations] |
| 3 | National public authority | ministry, etc. | [number of organisations] |
| 4 | Sectoral agency | local or regional development agency, environmental agency, energy agency, employment agency, etc. | [number of organisations] |
| 5 | Infrastructure and (public) service provider | public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc. | [number of organisations] |
| 6 | Interest groups including NGOs | international organisation, trade union, foundation, charity, voluntary association, club, etc. | [number of organisations] |
| 7 | Higher education and research organisations | university faculty, college, research institution, RTD facility, research cluster, etc. | [number of organisations] |
| 8 | Education/training centre and school | primary, secondary, pre-school, vocational training, etc. | [number of organisations] |
| 9 | Enterprise, except SME |  | [number of enterprises] |
| 10 | SME | micro, small, medium | [number of SME] |
| 11 | Business support organisation | chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc. | [number of organisations] |
| 12 | EGTC |  | [number of organisations] |
| 13 | International organisation, EEIG | under national law, under international law | [number of organisations] |
| 14 | General public[[1]](#footnote-1) |  | [number of people] |
| 15 | Hospitals and medical centres |  | [number of organisations] |
| 16 | Other |  |  |

1. Relevant only for target groups. [↑](#footnote-ref-1)