

Concept Note Application Form

PART A – Project summary

A.1 Project identification

Programme priority	Select from drop-down
Specific objective	Select from drop-down (then automatically inserted in C.2.1)
Project acronym	
Project title	
Project number	Automatically filled in
Name of the Lead Applicant organization in English language	
Name of the Lead Applicant organization in original language	
Project duration	No of month
Start date	
End date	

A.2 Project summary

Please note that information provided must relate to the Project proposal you are planning to develop if your Concept Note is going to be selected!

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 main outputs you will produce and who will benefit from them;
- the approach you plan to take and why is cross-border approach needed;
- what is new/original about it.
- simplified action plan;
- the project idea is endorsed by relevant authorities;
- the estimated budget for FA¹, on partner level;
- the needs and constraints of the target country(ies) and/or region(s);

In English language [7,000 characters]

¹ Please make sure that the *Total project estimated budget Template* is filled-in and attached.

A.3 Concept Note budget summary²

PARTNER			PROGRAMME CO-FINANCING			CONTRIBUTION			TOTAL ELIGIBLE BUDGET
Partner	Partner abbreviation	Country	ERDF	ERDF Co- Financing	Percentage of total ERDF	Public Contribution	Private Contribution	Total public Contribution	
Sub Total For Partner Inside									
Lead Applicant					85%				
Partner 2									
Partner 3									
.....									
Partner n									
Sub Total For Partner Outside									
Total									

Obs: Public contribution include State contribution and Own contribution if Applicant is public institution.

² All data in this table is automatically filled in from PART D.

PART B - Project partners

Please note that information provided must relate to the Project proposal you are planning to develop if your Concept Note is going to be selected!

B.1. Project Partner 1*

Partner Role In The Project	
Partner Name in English	
Partner Name.	
Abbreviation	
Department	
Postal code City	
Street number	
Home Page	
Vat Number	
Recover Vat	
Other National Identifying Number	
Type of Identifying Number	
Type of Partner	
Co-Financing Source	
Co-Financing (%)	
Legal Representative First name	
Legal Representative Last name	
Legal Representative Email	
Legal Representative Telephone	
Contact Person First name	
Contact Person Last name	
Contact Person Email	
Contact Person Telephone	
Legal Status public	
Experiences	
Benefit	
Other International Projects	

*Please repeat the table for each project partner, including the Associated Partners

PART C – Project description

C.1 Project relevance. Please note that information provided must relate to the Full Application you are planning to develop if your Concept Note is going to be selected!

C.1.1 Territorial challenge. What are the common territorial challenges that will be tackled by the project?

Please describe the relevance of your project for the programme area in terms of common challenges and opportunities addressed.

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C.1.2 Project Approach. How does the project tackle the 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 and in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

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C.1.3 Cooperation Reason. Why is cross-border cooperation needed to achieve the project's objectives and result?

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 beneficiaries/target groups/ project area/programme area gain in taking a cross-border approach.

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C.1.4 Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

Cooperation criteria		Description
Joint Development	<input type="checkbox"/>	
Joint Implementation	<input type="checkbox"/>	
Joint Staffing	<input type="checkbox"/>	
Joint Financing	<input type="checkbox"/>	

C.2 Project focus. Please note that information provided must relate to the Full Application you are planning to develop if your Concept Note is going to be selected!

C.2.1 Project objectives, expected results and main outputs

Programme priority specific objective**Project main overall objective**

What is the main overall objective of the project and how does it link to the programme objective? Specify one project main objective and describe its contribution to the programme priority specific objective.

Programme result

Select one programme result indicator your project will contribute to.

Project main result

What is/are the projects main results and how does it they link to the programme result indicator? Specify your one or more projects main result and describe its their contribution to the programme result indicator.

Project overall objectives

Which are the specific objectives the project will be working towards? Define max. 3 project specific objectives.

Title of specific objective	Please provide a short explanation on the defined specific objective

Project main outputs

Overview table on project outputs as defined in the work plan

Programme output indicators	Programme output indicator targets	Project Target Sum	Measurement Unit	Project main output quantification (target)	Project main output number	Project main output (title)

C.2.2 Target groups

Target groups <i>(automatically inserted from work plan)</i>	Please further specify the target groups (e.g. bilingual elementary schools, environmental experts, etc.).	Target value Please indicate the size of the target
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		group you will reach. ³
Target group type 1		
Target group type 2		
Target group type n		

C.2.3 Durability of project outputs and results⁴

How will the project ensure that project outputs and results have a lasting effect beyond project duration?

Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project outputs and results. If relevant, explain who will be responsible and/or who will be the owner of results and outputs.

C.2.4 Transferability of project outputs and results⁵

How will the project ensure that project outputs and results are applicable and replicable by other organisations/regions/countries outside of the current partnership?

Please describe to what extent it will be possible to transfer the outputs and results to other organisations/regions/countries outside of the current partnership.

C.3 Project context⁶. Please note that information provided must relate to the Full Application you are planning to develop if your Concept Note is going to be selected!

C.3.1 How does the project contribute to the wider strategies and policies?

Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area.

Indicate if the project contributes to the following strategies and describe in what way.⁷

Strategy title 1	<input type="checkbox"/>	
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³ To avoid double counting of target groups, the quantification of the target groups reached had to be taken out of the work plan section.

⁴ It's either/or option with the same questions in the work packages.

⁵ It's either/or option with the same questions in the work packages.

⁶ Please make reference to the EUSDR, also.

⁷ Relevant strategies need to be listed; it's usually only one macro regional per programme area.

Strategy title 2	<input type="checkbox"/>	
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C.3.2 What are the synergies with past or current EU and other projects or initiatives the project makes use of?

C.3.3 How does the project build on available knowledge? Please describe the experiences/lessons learned the project draws on, and other available knowledge the project capitalises on.

C.4 Horizontal principles. Please note that information provided must relate to the Full Application you are planning to develop if your Concept Note is going to be selected!

Please indicate which type of contribution to horizontal principles applies to the project, and justify the choice.		
Horizontal principles	Description of the contribution	Type of contribution
Sustainable development		Drop-down list: neutral, positive effects;
Equal opportunities and non-discrimination		Drop-down list: neutral, positive effects;
Equality between men and women		Drop-down list: neutral, positive effects;

C.5 Work plan per work packages PHASE 1 (CONCEPT NOTE)

Please note that this section regards the activities you plan for the implementation of the CONCEPT NOTE phase.

WP Nr	WP title	WP start month	WP end month	WP budget
0	Project preparation*	MM.YYYY	MM.YYYY	
Involved partners		Lead Applicant/ Applicant 2/ Applicant x		
Summary description of activities carried out and contribution of each partner (max. 2000 characters)				

*Please insert sub-sections for each work package, depending on your approach.

C.6 Activities outside (the Union part of) the programme area⁸

Please note that this section regards the activities you plan for the implementation of the CONCEPT NOTE phase.

If applicable, please list activities to be carried out outside (the Union part of) the programme area. Describe how these activities will benefit the programme area.	
Total budget of activities to be carried out outside (the Union part of) the programme area (indicative)	<i>EUR manually inserted</i>
ERDF outside (the Union part of) the programme area (indicative)	<i>EUR manually inserted</i>
% of total ERDF (indicative)	<i>may be limited to 20%</i>

⁸ All activities to be carried out outside the fund eligible area should be described (including activities by applicants located inside and applicants located outside (the Union part of) the programme area). In line with Art 20 ETC Regulation, the benefits of any activity carried out outside (the Union part of) the programme area need to be justified.

C.7 Indicative time plan (automatically generated)

Please note that this section regards the activities you plan for the implementation of the CONCEPT NOTE phase.

	Period 1					
Work packages and activities	Mont h 1	Mont h 2	Mont h 3	Mont h 4	Mont h 5	Mont h 6
WP Preparation						
A 1.1 title		D.1. ⁹				
A 1.2 title				D.1.2		
WP Management						
A 2.1 title						
A 2.2 title						
WP Implementation						
A 4.1 title						
A 4.2 title						
WP Investments						
A 5.1 title						
A 5.2 title						

⁹ In case a delivery date has been specified for deliverables, deliverables could also be shown in the Gantt chart.

PART D - Project¹⁰ budget¹¹

Please note that this section regards the activities you plan for the implementation of the concept note phase.

D.1 Project budget per co-financing source (fund) - breakdown per partner

Partner			Programme Co-financing			Contribution			Total Eligible
Partner	Partner Abbreviation	Country	ERDF	ERDF Co-Financing (percent)*	Percentage Of Total ERDF**	Public Contribution ***	Private Contribution ****	Total Public Contribution *****	
1 - LA				85%	100%				
2 – PP 2									
Sub-total For Partners Inside									
Sub-total For Partners Outside									
Total									

* The ERDF Co-financing is set to maximum 85% under Interreg V-A Programme

** ERDF Co-financing split per Partner Applicant shall be automatically calculated in the eMS

*** Public contribution includes state contribution and own contribution if applicant is a public institution OR in case of private applicants, the public contribution only includes the state contribution

**** This column will be filled-in by private applicants only referring to their own contribution

***** ERDF + Public Contribution

¹⁰ Concept Note Budget

¹¹ Please see the excel templates, attached. We strongly recommend applicants to use them in order to carefully plan project budgets;

D.2 Project Budget Overview Partner / Budget line

Partner	Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Infrastructure & works	Total Budget	Total Eligible
1 - LA	ERDF							
2 – PP2	ERDF							
Total								
Percentage of Total Budget								

D.3 Project budget - overview per partner / per period

Partner	Co-financing Source	Period 1	Total Budget	Total Eligible
1 - LA	ERDF			
2 – PP2	ERDF			
Total				
Percentage of Total Budget				

D.4 Project budget - overview per partner/ per WP

Partner	Co-financing Source	Wp P	Wp M	Wp I	Wp I	Total Budget	Total Eligible
1 - LA	ERDF						
2 – PP2	ERDF						
Total							
Percentage of Total Budget							

D.5 Project budget - overview per WP / per budget line

Wp Number	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Infrastructure & works	Total Budget	Total Eligible
Wp Preparation							
Wp Management							
Wp Implementation							
Wp Investment							
Total							
Percentage of Total Budget							

D.6 Project budget - overview per WP/ per period

Wp	Period 0	Period 1	Total Budget	Total Eligible
Wp Preparation				
Wp Management				
Wp Implementation				
Wp Investment				
Total				

PART E – Project annexes

Please list all annexes that you attach to this project proposal.