**Romanian Ministry of Development, Public Works and Administration**

**Managing Authority**

|  |
| --- |
| **(INTERREG VI - A) NEXT Romania-Republic of Moldova Programme**  **GUIDELINES ON FILLING IN THE** |

**APPLICATION FORM**

**Contents**

[**PART A – Project identification** 3](#_Toc131587191)

[**A.2 Project summary** 3](#_Toc131587192)

[**A.3 Project budget overview** 4](#_Toc131587193)

[**A.4 Project outputs and result overview** 4](#_Toc131587194)

[**PART B – Project partners** 5](#_Toc131587195)

[**B.0 Partner overview** 5](#_Toc131587196)

[**B.1 Project partner** 5](#_Toc131587197)

[**PART C – Project description** 13](#_Toc131587198)

[**C.1 Project overall objective** 13](#_Toc131587199)

[**C.2 Project relevance and context** 14](#_Toc131587200)

[**C.3 Project partnership** 16](#_Toc131587201)

[**C.4 Project Work Plan** 16](#_Toc131587202)

[**C.5 Project results** 20](#_Toc131587203)

[**C.6 Time plan** 21](#_Toc131587204)

[**C.7 Project management and communication** 21](#_Toc131587205)

[**C.8 Long-term effects and durability** 24](#_Toc131587206)

[**PART D – Project budget** 25](#_Toc131587207)

**PART A – Project identification**

**A.1 Project identification**

All entries and options chosen in A.1 are connected to other parts of AF and reporting.

|  |  |  |
| --- | --- | --- |
| Project ID |  | *Automatically created* |
| Name of the lead partner organisation |  | *Automatically filled in* |
| Name of the lead partner organisation (in English language) |  | *Automatically filled in* |
|  |  |  |
| Project title  Project acronym |  | *Enter title here [max 25 characters]*  *Enter project acronym* |
| Programme priority  Specific objective  Project duration in months |  | *Select from drop-down list*  *Select from drop-down of objectives that belong to the selected programme priority*  *Enter project duration in months* |

|  |
| --- |
| ***Guidance:***   * *The* ***project title and acronym****:*    + Project title shall be short and meaningful, avoiding technical terminology;   + Project acronym shall be friendly, capture the essence of project title, and avoid unfortunate associations;   + *Should reflect the nature of the project, should be short and concise. Please note that it cannot be changed and that it will be the official project title if the project is selected.*   + ***Only one programme priority and specific objective (SO)*** *can be chosen.*   + *Indicate the* ***project duration in number of months****.* |

**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 main outputs you will produce and those who will benefit from them; * the approach you plan to take and why a cross-border approach is needed; * what is new/original about the project. |
| *Enter text here [max 5000 characters]* |

|  |
| --- |
| ***Guidance:***  *The project must follow an intervention logic: it should respond to a need of the programme area to which the project proposes a solution together with the actions necessary to achieve the desired change. Additionally, the need addressed by the project should be in line with the Programme’s priorities, specific objectives and intervention fields and it should contribute to the achievement of Programme’s output and result indicators. The cross border component of the project is of utmost importance and should be properly addressed and described.* |

**A.3 Project budget overview**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme funding | | | Contribution | | | | | | Total project budget | |
|  |  |  | Automatic public contribution | Other Public contribution | Total public contribution | Private contribution | Total contribution |  | |
| *TOTAL EU FUNDS* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | |
| TOTAL PROJECT 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 | |

|  |
| --- |
| ***Guidance:***  *The above budget table will be automatically generated in Jems. It summarises budget information filled in in part B.* |

**A.4 Project outputs and result overview**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme output indicator | Aggregated value per programme output indicator | Measurement unit | Output | Output title | Output target value | Programme result indicator | Baseline | Result indicator target value | Measurement unit |
| *From WP* | *Automatically calculated* | *From WP* | *From WP* | *From WP* | *From WP* | *From WP* | 0 | From WP | *From C.5* |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| ***Guidance:***  *The above budget table will be automatically generated in Jems. It summarises information regarding outputs and results (including related indicators) defined in sections “C.4 Project work plan” and “C.5 Project results”.* |

**PART B – Project partners**

|  |
| --- |
| ***Guidance:***  *Partners have to be added to the project. For each project partner, information has to be provided on its identity, address, legal and financial information, contact data, budget, state aid etc. (see sections B.1.1-B.1.10).*  *Partners will also be required to fill in the* ***PIC (Participant Identification Code)*** *code which can be obtained by registering the organisation on EC Participant Register, accessible* [*here*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register)*.*  *Please note that it is advised to fill in sections “B.1.7 Partner budget” and “B.1.10 State Aid information”,* ***only after*** *completing other parts of the application form (see guidance boxes, below).*  *After inserting information for all partners, a partner overview list will be automatically generated and displayed in this section (see B.0 below). The Lead Partner will be the first partner in this list.* |

**B.0 Partner overview**

Project partners overview is created automatically from Part B.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number | Status | Organisation abbreviation | Partner role | NUTS | 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* |

**B.1 Project partner**

B.1.1 Partner identity

|  |  |  |
| --- | --- | --- |
| Partner Number |  | *Automatically generated (upon submission of AF)* |
| Partner role in the project |  | *Drop-down list: lead partner, project partner* |
| Abbreviated name of the organisation |  | *Enter here* |
| Name of organisation in original language |  | *Enter here* |
| Name of organisation in English |  | *Enter here [max 100 characters]* |
| Department /unit / division |  | *If applicable, enter here [max 250 characters]* |

Legal and financial information

|  |  |
| --- | --- |
| Type of partner | *Drop-down pre-defined list* |
| Legal status | *Drop-down (public\*/ private\*)* |
| VAT number (if applicable)  Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | *Enter here [max 50 characters]*  *Yes/Partly/No* |

|  |  |
| --- | --- |
| Other identifier number (if VAT number is not available, some other organisation identifier should be used) | *Enter here [max 50 characters]* |
| Other identifier description (specification of the type of identifier) | *Enter here [max 100 characters]* |
| PIC (from EC participant register) | *Enter PIC number* |

**B.1.2** **Partner address**

*Information about NUTS codes and how to identify your region:*[*https://ec.europa.eu/eurostat/web/nuts/background*](https://ec.europa.eu/eurostat/web/nuts/background)

Partner main address

|  |  |
| --- | --- |
| Country | *Drop-down list Automatically generated* |
| NUTS 2 | *Drop-down list (pick one of the macro-regions: North East, South-East, etc.)* |
| NUTS 3 | *Drop-down list (choose your county/oblast)* |
| Street, House number, Postal Code, | *Enter here [max 100 characters]* |
| City | *Enter here* |
| Homepage | *Enter here* |

Address of department/unit/division (if applicable)

|  |  |
| --- | --- |
| Country | *Drop-down list Automatically generated* |
| NUTS 2 | *Drop-down list* |
| NUTS 3 | *Drop-down list* |
| Street, House number, Postal Code, City | *Enter here [max 100 characters]*  *Drop-down list* |
| Homepage | *Enter here* |

B.1.4 Legal representative

Please enter the identification data of the legal representative of the organization.

|  |  |  |
| --- | --- | --- |
| Title |  | *Enter here* |
| First name |  | *Enter here* |
| Last name |  | *Enter here* |

B.1.5 Contact person

Please enter the contact details of the person responsible with project implementation from you organization.

|  |  |  |
| --- | --- | --- |
| Title |  | *Enter here* |
| First name |  | *Enter here* |
| Last name |  | *Enter here* |
| E-mail address |  | *Enter here* |
| Telephone no. |  | *Enter here* |

**B.1.6 Partner motivation and contribution**

|  |  |  |
| --- | --- | --- |
| Which of the organisation's thematic competences and experiences are relevant for the project? |  | *Enter here [max 3000 characters]* |
|  |  | *Enter here [max 3000 characters]* |
| *If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.* |  | *Enter here [max 3000 characters]* |

**B 1.7 Budget**

|  |
| --- |
| ***Guidance:***  *The partner budget should only be filled in once the project duration in “A.1 Project identification”, “B.1.1 Partner identity” and “C.4 Project work plan” are completed. This will help to ensure consistency between financial figures and the planned activities (e.g. in terms of timing of the respective costs, correct allocation of cost items in budget lines).* |

**Partner Budget Options**

|  |  |  |  |
| --- | --- | --- | --- |
| * Staff costs flat rate: **UP TO** 20% of eligible direct costs other than staff costs * Office and administration flat rate : **UP TO** 7% of the eligible direct costs  |  |  | | --- | --- | |  |  | |  |

|  |
| --- |
| ***Guidance:***  *I****Under this call, the use of simplified costs option for the budget lines 1 Staff costs and 2 Office and administration cost” is mandatory. Use of real costs for these lines is not possible.***  ***Each partner must select in the application Form the „ Staff cost flat rate” and „Office and administrative flat rate based on direct costs” and to indicate the maximum percentage envisaged for these lines in their share of budget. The values of flat rate will be automatically calculated by JEMS based on the indicated percentages, as well as the value of flat rate at project level. Please note that, if the flat rate is not selected and the percentage is not indicated in the budget section, the value of the line will be automatically set as „0 ”***  *For more detailed information on cost budget lines see the Guidelines for applicants.* |

**Partner Budget**

|  |
| --- |
| ***Guidance:***  *In view of the allocation of budget to reporting periods, the following elements are to be taken into consideration:*   * *The reporting periods run on a 4-monthly basis as from the project start date.*   *The budget allocated to each reporting period should be an estimation of the actual payments to be done in the respective reporting period. Therefore, the budget reflects partly the activities taking place in a certain period. If an activity is carried out close to the end of a reporting period, the related payment(s) may take place in the following period and therefore the costs should be budgeted only in the following reporting period.* |

**Staff Costs**

|  |  |
| --- | --- |
| Flat rate for staff costs | Total |
|  | *Automatically filled in* |

|  |
| --- |
| ***Guidance:***  *This budget line will be calculated automatically by Jems, based on the percentage indicated per partner and the amounts from the budget lines 3 “Travel and accommodations”, 4 “External expertise and services”, 5 “Equipment” and 6 “Infrastructure and works”.*  ***The system allows partners to choose their own rates, up to a maximum of 20%. In setting the rates the real needs of the project should be taken into account and the percentage should be calculated accordingly.*** |

**Office and administration**

|  |  |
| --- | --- |
| Office and administrative flat rate based on direct costs | Total |
|  | *Automatically filled in* |

|  |
| --- |
| ***Guidance:***  *This budget line will be calculated automatically by Jems, by applying max 7% to the cumulated amounts of budget lines 1 “Staff costs”, 3 “Travel and accommodation”, 4 “External expertise and services”, 5 “Equipment” and 6 “Infrastructure and works”.*  ***The system allows partners to choose their own rates, up to a maximum of 7 % of direct costs. In setting the rates the real needs of the project should be taken into account and the percentage should be calculated accordingly.*** |

**Budget line 3 Travel and accomodation**

|  |
| --- |
| ***Guidance:***  *The column Investment will be completed with N/A* |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Comments | Investment | Unit type | Price per unit | Total | Period 1 | Period 2 | Period … | Gap |
| *Enter here [max 255 characters]* |  |  |  |  | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here in* | *Automatically filled in* |
| *+* |  |  |  |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |  |
|  |  |  |  |  |  |  |  |  |  |

**Budget line 4** **External expertise and services,**

|  |
| --- |
| ***Guidance:*** *In the column <Investment>, the investment corresponding to the described service/external expertise will be selected.*  *Please not that not all the services/external expertise are part of the investment, as defined by the Guidelines for applicants.* |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Investment | Unit type | No of units | Price per unit | Total | Period 1 | Period 2 | Period … | Gap |
| *Enter here [max 255 characters]* |  |  |  |  | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here in* | *Automatically filled in* |
| *+* |  |  |  |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |  |

**Budget line 5 Equipment**

|  |
| --- |
| ***Guidance:*** *In the column Investment, the investment corresponding to the described equipment will be selected.*  *Please note that not all equipment needed and purchased as part of the project count for the investment as defined by the Guidelines for applicants.* |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Investment | Unit type | No of units | Price per unit | Total | Period 1 | Period 2 | Period … | Gap |
| *Enter here [max 255 characters]* |  |  |  |  | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here in* | *Automatically filled in* |
| *+* |  |  |  |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |  |

**Budget line 6 Infrastructure and works**

|  |
| --- |
| ***Guidance: In the column Investment, the investment corresponding to the described works will be selected.*** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Investment | Unit type | Price per unit | Total | Period 1 | Period 2 | Period … | Gap |
| *Enter here [max 255 characters]* |  |  |  | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here in* | *Automatically filled in* |
| *+* |  |  |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |  |

|  |
| --- |
| ***Guidance:***  *The tables corresponding to these types of costs can be filled in by clicking on “+add”. For each cost category introduced.*  *Description:*  *Investment:*  *Unit type:*  ***Price per unit:*** *should represent the price per type of service/main type of equipment/infrastructure, works (different services, works, equipment have to be listed separately, so new rows need to be created)*  ***Total:*** *This field is a multiplication of the price per unit x the number of units. The field is not editable.*  ***Period:*** *Depending on the number of periods defined in section A project identification, the applicant shall split/assign the Total of a budget item over/to periods*  ***Gap:*** *shows the difference between the total amount inserted and the amount allocated between the project periods.* |

B 1.8 Co-financing

|  |  |  |
| --- | --- | --- |
| Source | Amount | Percentage |
| *Drop-down menu (Interreg Funds)* | *Automatically filled in* | *Automatically filled in* |
| *Partner Contribution* | *Automatically filled in* | *Automatically filled in* |
| *Partner total eligible budget* | *Automatically filled in* | *Automatically filled in* |

|  |
| --- |
| ***Guidance:***  *This table can* ***only*** *be filled in once the partner budget was completed.*  *This table displays the co-financing received by the programme and the partner contribution*. *In the field “Source” – select Neighbourhood CBC (Mandatory).*  *Interreg NEXT Ro-Md funding represents up to 90% of the total project budget while co-financing rate is minimum 10% for all partners and this has to be indicated in the percentage field. The fields in partner contribution and the partner total eligible budget are then automatically calculated.* |

B.1.9 Origin of partner contribution

|  |  |  |  |
| --- | --- | --- | --- |
| Source of contribution | Legal status of contribution | Amount | % of total partner budget |
| *Partner organisation automatically filled in* | *Drop-down menu (select from public or private)* | *Enter here* | *Automatically filled in* |
| *+ Add new contribution origin (if the case)* | *Drop-down menu* | *Enter here* | *Automatically filled in* |

|  |  |  |
| --- | --- | --- |
| Contribution | Amount | % of total partner budget |
| *Sub-total public contribution* | *Automatically filled in* | *Automatically filled in* |
| *Sub-total automatic public contribution* | *Automatically filled in* | *Automatically filled in* |
| *Sub-total private contribution* | *Automatically filled in* | *Automatically filled in* |
| *Total* | *Automatically filled in* | *Automatically filled in* |

|  |
| --- |
| ***Guidance:***  *In this table, partners have to indicate the source of their contribution. The system by default includes the partner organisation as a first contribution source, assuming that the contribution is from own resources.*  *The partner contribution can be either public or private, and this is to be selected from the drop-down menu. In case of own resources, partners have to select the public or private nature of the contribution coherently with their legal status as chosen in section “B.1.1 partner identity”. The amount of the contribution has to be inserted manually in the table.*  *Partners benefitting from (or intending to apply for) external financial contributions (their state national budget or other source) to their budget, have to click on “+ Add new contribution origin”. They then have to provide information about the contribution source, select the type (i.e. public, private) and fill in the amount of the contribution. “Automatic public” contribution option (from the drop down menu) shall not be selected as not applicable for Romania-Republic of Moldova Interreg Next programme.*  *The total contribution from various sources must always match with the total partner contribution of 10%. A warning sign will appear if the inserted contributions do not match. The percentage of total partner budget is then automatically calculated.*  *In case the partner budget changes during the development of the application, information has also to be updated in the origin of partner contribution section.*  *The origin of partner contribution will finally be summarised in an automatically calculated table in Jems.* |

B.1.10 State Aid

State aid criteria self-check

|  |
| --- |
| ***Guidance:***  *This section is dedicated to collecting the necessary information regarding the applicable state aid rules if the project is selected for funding. In this section the applicants should self-assess regarding state aid. Additional information on state aid is provided in section* ***1.6 State aid rules o****f the Guidelines for grant applicantsand in annex I Guidelines on State aid self-assesment.*  *It is recommended to fill in this section only after all other sections of the application form are completed.* |

1. **Is the partner involved in economic activities within the project?**

Please answer the questions below. If “Yes”, briefly explain.

|  |  |  |
| --- | --- | --- |
| State Aid question | Answer | Justification |
| 1. Will the partner implement activities and/or offer goods/services for which a market exists? | *Yes/No* | *Enter text here [max 1000 characters]* |
| 1. Are there activities/goods/services that could have been undertaken by an operator with the view of making profit (even if this is not the partner’s intention)? | *Yes/No* | *Enter text here [max 1000 characters]* |

1. **Does the partner and/or any third party receive a selective advantage within the project?**

Please answer the questions below. If “Yes”, briefly explain.

|  |  |  |
| --- | --- | --- |
| State Aid question | Answer | Justification |
| 1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example? | *Yes/No* | *Enter text here [max 1000 characters]* |
| 1. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)? | *Yes/No* | *Enter text here [max 1000 characters]* |

***Remember that in the framework of Interreg NEXT Romania-Republic of Moldova Programme, State Aid is not permitted.***

Result of State aid criteria self-check: *Automatically filled in depending on the answers to the self-check questions*

**B.1 Project partner 2**

*All sections from B.1.1-B.1.9 repeated*

**B.1 Project partner 3**

*All sections from B.1.1-B.1.9 repeated*

**PART C – Project description**

**C.1 Project overall objective**

|  |
| --- |
| **Programme priority specific objective** |
| *(Automatically inserted once it is selected in section A.1)* |

**Project overall objective**

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’s objective.

Your objective should:

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

|  |
| --- |
| *Enter text here [max 500 characters]* |

**C.2 Project relevance and context**

|  |  |
| --- | --- |
| C.2.1 What are the common 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 5000 characters]* | |
|  | |
| C.2.2 How does the project tackle identified common challenges? Is there something new about the approach? If yes, please describe it.  Please describe new solutions that will be developed during the project and/or existingg solutions that will be adopted and implemented during the project lifetime. Describe also inn what way the approach goes beyond existing practice in the sector/programmee area/participating countries. | |
| *Enter text here [max 5000 characters]* | |
| C.2.3 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 partners/targett groups/ project area/programme area gain in taking a cross-border/transnational/inter--regional approach. | |
| *Enter text here [max 5000 characters]* |

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 [recommended max 500 characters]* |
| *Select from drop-down* | *Enter text [recommended max 500 characters]* |
| *Select from drop-down* | *Enter text [recommended max 500 characters]* |

|  |
| --- |
| ***Guidance:***  *When selecting the types of target groups from the drop down list, please refer to the programme document. Also, the target groups selected here should be consistent with those addressed in the communication objectives of the work package.* |

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

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

|  |  |  |
| --- | --- | --- |
| Strategy | | Contribution |
| Common Maritime Agenda for the Black Sea (CMA) |  | *Enter text [max 2000 characters]* |
| EU Strategy for the Danube Region (EUSDR) |  | *Enter text [max 2000 characters]* |
| Other |  | *Enter text [max 2000 characters]* |

|  |
| --- |
| ***Guidance:***  *Please be specific in your explanation of contributions to the above strategies, e.g. by highlighting the relevance of concrete project activities and outputs to be achieved or expected results in view of a specific strategy.*  **Remember! All projects will contribute to EUSDR** |

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

|  |  |  |
| --- | --- | --- |
| Project or initiative | | Synergy |
| *Enter title* *[max 2000 characters]* |  | *Enter text [max 2000 characters]* |
| *Enter title* *[max 2000 characters]* |  | *Enter text [max 2000 characters]* |

|  |
| --- |
| C.2.7 How does your project build on available knowledge?  Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on. |
| *Enter text here [max 5000 characters]* |
|  |

**C.3 Project partnership**

|  |
| --- |
| Please describe:   * the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives; * the contribution of each partner to the project; |
| *Enter text here [max 5000 characters]* |

**C.4 Project Work Plan**

|  |
| --- |
| ***Guidance:***  *The work plan shall contain only a single* ***work package covering all activities under the project***  ***Project management and communication are included in this single work package!***  *The work package must include a communication objective and the related activities. The communication objective should contribute to the achievement of the specific objective of the work package. Communication objectives aim at changes in a target audience’s behaviour, knowledge or belief. The overall approach to project communication has to be described in the section “C.7 Project management and communication” of the application form.*  *Management activities shall not be described in the project work package but the cost of management activities has to be included in the project budget. The approach in what regards the management of the project must be described in section C7 of the Application Form.* |

C.4.1 Work package

|  |  |
| --- | --- |
| Work package number | *Automatically generated* |
| Work package title | *Enter the title here [max 100 characters]* |

**Objectives**

Please define the objectives of the project. The 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.
* Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

|  |  |
| --- | --- |
| Project specific objective | *Describe the project specific objective here [max 1000 characters- reccommended maximum 500]* |

Please define one or more communication objective(s) that will contribute to the achievement of the project specific objective and include reference to the relevant target group(s). Communication objectives aim at changes in a target audience's awareness, knowledge, behaviour or belief.

|  |  |
| --- | --- |
| Communication objectiv e and target audience | *Describe the communication objective here [max 1000 characters- reccommended maximum 500]* |

**Investment(s)**

Please list the investments included in the work package.

|  |
| --- |
| ***Guidance:***  *Based on information inserted here, an overview list of the foreseen investments will be automatically generated by Jems.* |

List of Investments

Investment number (automatic)

Investment title

*Enter text here [max 50 characters]*

Justification

Please provide a description of the investment and explain why it is needed.

*Enter text here [max 2000 characters]*

Please clearly describe the cross-border relevance of the investment.

*Enter text here [max 2000 characters]*

Please describe who is benefiting (e.g. partners, regions, target groups, etc.) from this investment, and in what way.

*Enter text here [max 2000 characters]*

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.

*Enter text here [max 2000 characters]*

Location of the physical investment

Please describe, if possible, a specific address where the investment will be located.

|  |
| --- |
| ***Guidance:***  *The investment should be made in a location from the eligible area. However, the exception described in section 2.4.4 of the Guidelines for applicants may be considered* |

|  |  |  |
| --- | --- | --- |
| Country |  | *Drop-down* |
| NUTS 2 |  | *Drop-down* |
| NUTS 3 |  | Drop-down |
| Street |  | *Enter text here [max 50 characters]* |
| House number |  | *Enter text here [max 50 characters]* |
| Postal code |  | *Enter text here [max 50 characters]* |
| City |  | *Enter text here [max 50 characters]* |

Risk associated with the investment

Please describe the risk associated with the investment, go/no-go decisions, etc. (if any).

*Enter text here [max 2000 characters]*

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.

*Enter text here [max 2000 characters]*

For investments in infrastructure 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 theMA in case the project is contracted.

*Enter text here [max 2000 characters]*

Ownership

Please indicate which project partner is in charge of the investment. Who owns the site where the investment is located?

*Enter text here [max 2000 characters]*

Who will retain ownership of the investment after the end of the project?

*Enter text here [max 2000 characters]*

Who will take care of the maintenance of the investment? How will this be done?

*Enter text here [max 2000 characters]*

**Activities**

Please describe the activities foreseen in order to achieve the above project specific objective and related communication objective(s), how the activities suggested are needed for the delivery of outputs listed in a specific work package and project partners' involvement in each activity description.

|  |
| --- |
| ***Guidance:***  *Activities are the “main implementation steps” necessary for achieving the project specific and communication objectives of the work package.*  *Projects also have to plan and closely link communication activities to activities. Communication activities are mostly* ***not*** *to be considered as main implementation steps and therefore should be integrated mostly in the column “activity description” of related activities.* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ac Nr. | Activity title | Start period | End period | Activity description | Partners involved |
| A 1.1 | *Enter text [max 200 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Enter text [max 3000 characters]* | *Drop down* |
| A 1.n | *Enter text [max 200 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Enter text [max 3000 characters]* | *Drop down* |

|  |
| --- |
| ***Guidance:***  *Deliverables will be attached to activities. 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.* |

**Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| Running number | Deliverable title | Description | Delivery period |
| D 1.1.1 | *Enter text [max 100 characters]* | *Enter text [max 300 characters]* |  |
| D 1.1.n | *Enter text [max 100 characters]* | *Enter text [max 300 characters]* |  |

**Outputs**

Based on the activities you need to implement in order to achieve the specific objective in the work package, please list the outputs that will be delivered during the implementation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Output Nr. | Output title | Programme output indicator | Measurement unit | Target value | Delivery period | Output description |
| Output 1.1 | *Enter text [max 200 characters]* | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *Enter text [max 500 characters)* |
| Output 1.n | *Enter text [max 200 characters]* | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *Enter text [max 500 characters]* |

|  |
| --- |
| ***Guidance:***  *Outputs are created through project activities. A work package may foresee one or more outputs which need to be consistent and to contribute to project specific objectives.*  *Outputs have to be captured by corresponding output indicators. In order to link correctly project outputs and results to programme output and result indicators please read the Annex D Guide for Indicators.* |

**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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Result Nr. | Programme result indicator | Measurement unit | Baseline | Target value | Result description |
| Result 1 | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Enter the number* | *Enter text [max 1000 characters]* |
| Result 2 | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Enter the number* | *Enter text [max 1000 characters]* |
| Result n | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Enter the number* | *Enter text [max 1000 characters]* |

|  |  |
| --- | --- |
| ***Guidance:***  *Projects have to contribute to programme’s result indicators and they have to offer a description as to how they contribute to the achievement of programme results. The detailed definition of programme indicators is provided in the Performance Framework Methodology.*  ***! Consistency between selected result indicators, outputs and related output indicators has to be ensured!*** *Special attention should be given to the logical correspondence between output and result indicators and to their quantification. For these interlinkages, please refer to the overview chart on the programme indicator system, available in the Programme Performance Framework Methodology.*  *Please note that the baseline for all result indicators should be set at 0, except for the number of visitors of cultural and tourism sites supported (RCR 77).*   |  | | --- | | *RCR 77 - visitors of cultural and tourism sites supported* |   *For an accurate measurement of the indicators, please read carefully the definitions and explanations provided in the Performace Framework Methodology (i.e when counting organizations cooperating across borders (RCO87) or organisations cooperating across borders after project completion (RCR84) only the project partners involved in project implementation should be counted and no other organisations).*  ***Make sure you do not multiply the number of result indicators at programme level!*** |

**C.6 Time plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work package and activities | Period 1 | Period 2 | Period 3 | Period 4 | Period … | Period n |
| WP 1: Title |  |  |  |  |  |  |
| A 1.1 title |  |  |  |  |  |  |
| A 1.2 title |  |  |  |  |  |  |
| A 1.3 title |  |  |  |  |  |  |
| A 1.n title |  |  |  |  |  |  |
| OI nn |  |  |  |  |  |  |
| OI nn |  |  |  |  |  |  |
| WP 2: Title |  |  |  |  |  |  |

|  |
| --- |
| ***Guidance:***  The time plan is an overview table that is automatically generated by *Jems on the basis of information provided in section “C.4 Project work plan”.*  It is recommended to display activities (length), deliverables (delivery period), outputs (delivery period) and results (delivery period).  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. Please include a realistic timing for project activities and outputs. The reporting will be based on outputs based on the delivery periods set in the application form. |

**C.7 Project management and communication**

In addition to the thematic work to be done in the project, time and resources will be needed for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

|  |
| --- |
| ***Guidance:***  The purpose of this section is to describe how the partnership will implement the project and what resources it will employ to this end. |

|  |
| --- |
| C.7.1 How will you coordinate your project?  In structuring your answer please use the following questions: 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? Please include here information about the project team for which you will annex Job Descriptions as per Guidelines for Grant Applicants. |
| *Enter text here [max 5000 characters]* |
| C.7.2 Which measures will you take to ensure quality in your project?  Describe specific approaches and 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 5000 characters]* |
| 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 transfer 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 5000 characters]* |
| 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 5000 characters]* |

C.7.5 Cooperation criteria

Please select the cooperation criteria that apply to your project and include a brief explanation. Please note that the joint development, joint implementation and joint financing criteria are mandatory.

|  |  |  |
| --- | --- | --- |
| Cooperation criteria | | Description |
| Joint development |  | *Enter text here [max 2000 characters, recommended max 1000 characters]* |
| Joint implementation |  | *Enter text here [max 2000 characters, recommended max 1000 characters]* |
| Joint staffing |  | *Enter text here [max 2000 characters, recommended max 1000 characters]* |
| Joint financing |  | *Enter text here [max 2000 characters, recommended max 1000 characters]* |

|  |
| --- |
| ***Guidance:***  The cross border dimension is the most important aspect of any operation financed by the programme. In order to be eligible projects must *select and describe their* ***contribution to at least three out of the four cooperation criteria, as indicated below:***   * **Joint development (mandatory)** is ensured when the project is designed by the Applicant (as coordinator of the process) together with its partners, and addresses the needs and priorities of all the relevant stakeholders. * **Joint implementation (mandatory)** is provided when project’s activities are carried out and coordinated among all Partners. It is not enough that activities run in parallel. There must be clear content-based links between what is happening on one side of the border, and the work done by Partners on the other side. The Applicant is responsible for ensuring that activities are properly coordinated. * **Joint staffing (optional)**, whether is paid from the project budget or not, the project staff will be responsible for the activities carried out on the respective side of the border. * whether is paid from the project budget or not, is not intended to duplicate functions of the project staff, although each. * **Joint financing (mandatory)**must ensure a reasonable distribution of the project budget between Partners, according to their share of activities. Co-financing will come from all the project Partners in order to prove commitment to the project |

C.7.6 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

|  |  |  |
| --- | --- | --- |
| Horizontal principles | Type of contribution | Description of the contribution |
| Sustainable development and environment protection | *Drop-down list: positive effects, neutral, negative effects* | *Enter text here [max 2000 characters]* |
| Equal opportunities and non-discrimination | *Drop-down list: positive effects, neutral, negative effects* | *Enter text here [max 2000 characters]* |
| Equality between men and women | *Drop-down list: positive effects, neutral, negative effects* | *Enter text here [max 2000 characters]* |

|  |
| --- |
| ***Guidance:***  *When filling in this section, please read carefully Section 1.4.5 Horizontal principles of the Guidelines.*  *In this section, you have to describe how your project proposal complies with horizontal principles set in the regulations and described in the Guidelines.*  *Please specify which possible effects (positive, neutral or negative) your project will likely have on the 3 horizontal principles.* |

**C.8 Long-term effects and durability**

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 the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions. |
|  | |
| *Enter text here [recommended max 2000 characters]* | |
| |  | | --- | | ***Guidance:***  *The durability and sustainability of project outputs and results, as well as their ownership are important success factors of a project. Please describe the sustainability provisions you have foreseen beyond the project end by referring to the specific outputs and results.*  *You can address three dimensions of sustainability that projects need to take into account for the durability of outputs and results:*  * Financial sustainability: i.e. the financing of follow-up activities and investment(s), leverage of funds, resources for covering future operating and maintenance costs, etc.;*  * Institutional sustainability: i.e. the "ownership" of project outputs and results that ensures that these will stay in place after the project end;*  * Political sustainability, if the case: i.e. the structural impact of project outputs and results, such as improved policies, legislation, plans, codes of conduct, methods, etc.* |   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. Please describe how your outputs/deliverables will be used after the project ends, and by whom. | |
| *Enter text here [max 5000 characters recommended max 2000 characters]* | |
| |  | | --- | | ***Guidance:***  *Please describe how you will ensure that project outputs will be used, up-scaled or deployed after the project ends. Please specifically refer to and be consistent with the planned project results, i.e. the direct effects of the project through the use of its outputs and their long term perspective.* |   C.8.3 Transferability  Some outputs/deliverables 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. Please describe how your outputs/deliverables will be used after the project ends and by whom | |
| *Enter text here [max 5000 characters recommended max 2000 characters]* | |
|  | |

|  |
| --- |
| ***Guidance:***  *Transferability means the degree to which project outputs and results are easily applicable, transferable and usable in other organisations, regions and countries outside the partnership.*  *Communication plays a crucial role to support such transfer to a wider audience and to foster multiplication and use of the achieved results. Communication objectives and activities highlighted here shall be consistent with what is planned in the work package.* |

**PART D – Project budget**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Country | Interreg Funds | Interreg Funds % rate | Public contribution | Auto Public contribution | Private contribution | Total partner contribution | Total eligible budget | % of 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* |
| *TOTAL* | *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* |

D.2 Project budget – overview per partner/per cost budget line

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Organisation abbreviation | Country | Staff costs | Office and admin. costs | Travel and accomm. costs | External expertise and services costs | Equipment costs | Infrastr. and works | 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* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *TOTAL* | *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* |

D.3.1 Project budget – overview per partner/per period

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Organisation abbreviation | Country | Preparation | Period 1 | Period 2 | Period 3 | Period … | 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* |
| *TOTAL* | *Automatically filled in* | *Automatically filled in* |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

|  |
| --- |
| ***Guidance:***  *The above budget overview tables will be automatically generated in Jems according to information filled in in the budget section of part B.* |

D.3.2 Project budget – overview per fund/per period

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Fund | Preparation | Period 1 | Period 2 | Period x | Closure | Total |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Application Annexes**

Please upload all required documents as described in **Section 2.6.4 - Mandatory documents to be provided with the project application.**

**Check and submit Section**

Pre-submission check

* Run pre-submission check

Before you can submit your application, the validation check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application.

* Submit project application

As soon as pre-submission check is finalised, you can anytime submit the application.

|  |
| --- |
| **VERY IMPORTANT**  When preparing the Application, please also read carefully all the provisions of the Guidelines, its annexes, especially the Grant Contract and Partnership Agreement.  Take sufficient time to check the content of the application before submitting it! |