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

**Managing Authority**

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| **(INTERREG VI - B) NEXT Black Sea Basin Programme**  **GUIDELINES FOR GRANT APPLICANTS Reference: Second Call for Proposals**  **SMALL SCALE PROJECTS** |

**PART III**

**APPLICATION FORM – OFFLINE TEMPLATE**

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1. **WHERE TO ASK FOR SUPPORT WHEN DRAFTING THE APPLICATION FORM**

Questions related to the technical functioning of the Jems shall be directed to [office@bsb.adrse.ro](mailto:office@bsb.adrse.ro). Please note that the possibility to answer questions or to solve technical issues may be limited at times and especially towards the deadline of the call. Thus, applicants should attempt to fill in and submit Application(s) in due time to avoid the risk of impossibility to solve any problems due to lack of time.

1. **OFFLINE TEMPLATE**

Disclaimer

Applications to the second call for proposals can exclusively be submitted via the Joint electronic monitoring system (‘Jems”) of the Interreg NEXT BSB Programme, unless otherwise instructed by the Managing Authority. The Joint electronic monitoring system (Jems) can be accessed on <https://jems-bsb.mdlpa.ro/>

The following document is an offline template, which is not the official application form and shall not be submitted to the programme.

This template is meant to provide support to applicants in preparing their application form. It nevertheless remains the applicants’ responsibility to read carefully information included in the Guidelines and verify that all necessary fields are properly filled in.

We will do our utmost to ensure a high level of consistency between this offline template and the final application form in Jems but please be aware that there might be slight differences with regard to wording, overview tables and character limitation.

**PART A – Project identification**

**A.1 Project identification**

|  |  |  |
| --- | --- | --- |
| Project ID |  | *Automatically created* |
| Name of the lead partner organisation |  | *Automatically filled in from part B* |
| Name of the lead partner organisation (in English language) |  | *Automatically filled in from part B* |
|  |  |  |
| 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 (PO2 or PO3)*  *Select from drop-down of objectives that belong to the selected programme priority (SO3, SO4 or SO7)*  *Enter here* |

|  |
| --- |
| ***Guidance:***   * *The* ***project title and acronym*** *should be short and capture the main project scope. If the project is selected for funding, this will become the official name of the project during the whole implementation period.* * ***Only one programme priority and specific objective (SO)*** *can be chosen. (E.g: PO2 or PO3 and SO3 or SO4 or SO7)* * *Indicate the* ***project duration in number of months****. Please note that the actual start date will be set during the contracting phase and included in the grant contract if the project is selected for funding.* |

**A.2 Project summary**

|  |
| --- |
| Please give a short overview of the project and describe:   * the common challenge of the programme area your project is tackling; * the overall project objective and the expected change your project will make to the current situation; * the main outputs and results your project will develop and who will benefit from them; * the planned approach and why transnational cooperation is needed. |
| *Enter text here [max 2000 characters]* |

|  |
| --- |
| ***Guidance:***  *If the project is selected, the summary of the project proposal may be published on the programme website. The text should capture the project context, the project objectives and the planned approach in a way that is easy to understand considering that most readers will be non-expert. Abbreviations should be avoided and technical terms need to be explained.* |

**A.3 Project budget overview**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme funding | | | Contribution | | | | | Total project budget |
|  |  |  | Automatic public contribution | Other Public contribution | Total public contribution | Private contribution | Total contribution |
| *INTERREG* | *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* |

|  |
| --- |
| ***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 overview table will be automatically generated in Jems. It summarises all outputs and results (and related indicators) as defined in the 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.1.9).*  *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.1.6 Partner budget” and “B.1.9 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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number | Status | Name of the organisation in English | Country | Organisation abbreviation | Partner role | 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* | *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 (see Part II section 6.1 Legal status)* |
| 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 main address

|  |  |  |
| --- | --- | --- |
| 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]*  *Enter here* |
| Homepage |  | *Enter here* |

Address of department/unit/division (if applicable, if not, please write the same information as above)

|  |  |  |
| --- | --- | --- |
| 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]*  *Enter here* |
| Homepage |  | *Enter here* |

B.1.4 Legal representative

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

B.1.5 Contact person

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

B 1.6 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**

**OPTION 1**

|  |  |  |  |
| --- | --- | --- | --- |
| * Staff costs - real costs * All other costs *(Office and administration, Travel and accommodation, External expertise and services, Equipment)* - flat rate (40% of the eligible staff costs)  |  |  | | --- | --- | |  |  | |  |

|  |
| --- |
| ***Guidance:***  *In case this Option is selected, the respective partner has to select in Jems “Other costs based on staff costs”.*  *For budget line Staff costs Jems will allow introducing one or several staff lines.*  *The amount for budget lines 2-5 will be automatically calculated in Jems, by applying the rate of 40% to the amount of eligible staff costs (real costs) of the respective partner.*  *For more detailed information on cost budget lines see Part II of the Guidelines for applicants.*  **Remember! Costs for Infrastructure and works are not eligible under small scale projects.** |

**Partner Budget**

|  |
| --- |
| ***Guidance:***  *The partner budget has to be inserted for budget line Staff costs, only.*  *Partners have to consider that the reporting periods run on a 4-monthly basis as from the project start date.*  *All other budget lines (flat rate) will be automatically calculated - 40% of the eligible staff costs.* |

**Staff costs**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff function | Comment | Unit type | No of units | Price per unit | Total | Period 1 | Period 2 | Period 3 | Period … | Gap |
| *Enter here [max 255 characters]* | *Enter here* | *Enter here* |  |  | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here in* | *Automatically filled in* |
| *+* | *Enter here* | *Enter here* |  |  | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* |
| *+* |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ***Guidance:***  *This table has to be filled in by clicking on* ***“+ add”****.*  *For each staff position, in the “comment” box, provide a clear description of the role and responsibilities in the project needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners).*  *Unit type and Number of units – should be in accordance with the payment method (per month or per hour, as applicable).*  *The field “Gap” shows the difference between the total amount inserted and the amount allocated between the project periods.* |

**OPTION 2**

* Staff costs, Travel and Accommodation, External expertise and services and Equipment – real costs;
* Office and Administration– flat rate (up to 7% of eligible direct costs)

|  |
| --- |
| ***Guidance:***  *In case this Option is selected, the respective partner has to Select in Jems “office and administrative costs flat rate based on direct costs”.*  *For all budget categories 1,3,4,5 (except office and administrative costs – budget category 2) Jems will allow introducing one or several lines. The amount for Office and administrative costs will be automatically calculated in Jems, by applying the percentage of up to 7%, as decided by each partner, to the total eligible direct costs.* |

**Partner Budget**

|  |
| --- |
| ***Guidance:***  *The partner budget has to be inserted at the level of the applicable budget lines and periods.*  *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**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff function | Comment | Unit type | No of units | Price per unit | Total | Period 1 | Period 2 | Period 3 | Period … | Gap |
| *Enter here [max 255 characters]* | *Enter here* | *Enter here* |  |  | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here in* | *Automatically filled in* |
| *+* | *Enter here* | *Enter here* |  |  | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* |

|  |
| --- |
| ***Guidance:***  *This table has to be filled in by clicking on* ***“+ add”****.*  *For each staff position, in the “comment” box, provide a clear description of the role and responsibilities in the project needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners).*  *Unit type and Number of units – should be in accordance with the payment method (per month or per hour, as applicable).*  *The field “Gap” shows the difference between the total amount inserted and the amount allocated between the project periods.* |

**Office and administration**

|  |  |
| --- | --- |
| Flat rate for office and administration | Total |
|  | *Automatically filled in* |

|  |
| --- |
| ***Guidance:***  *Each partner has to decide and introduce the percentage of up to 7%.*  *The budget line 2 “Office and administration” will be automatically calculated in Jems, by applying the rate of up to 7% to the sum of eligible direct costs (budget lines 1 “Staff costs”, 3 “Travel and accommodation”, 4 “External expertise and services”, 5 “Equipment” per each project partner.* |

**Travel and accommodation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Price per unit | Total | Period 1 | Period 2 | Period 3 | Period … | Gap |
| *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* |
| *+* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* |

|  |
| --- |
| ***Guidance:***  *This table has to be filled in by clicking on* ***“+ add”****.*  *It is recommended to try to identify the main categories of travel and group the travels related to project activities into these main categories. For example: management meetings (with partners, with the MA/JS), Project monitoring and evaluation visits, study visits, etc.*  *For each category of travel, a clear description needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners). Different categories have to be listed separately, i.e. a new row has to be created and filled in by clicking on “+” for each.*  *The field “Gap” shows the difference between the total amount inserted and the amount allocated between the project periods.* |

**External expertise and services**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Unit type | Price per unit | Total | Period 1 | Period 2 | Period 3 | Period … | Gap |
| *Enter here [max 255 characters]* | *Enter here* | *Enter here* | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* |
| *+* | *Enter here* | *Enter here* | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here* |  |

|  |
| --- |
| ***Guidance:***  *This table has to be filled in by clicking on* ***“+ add”****.*  *For each type of service, a clear description of the required service needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners).*  ***Price per unit should represent the price per type of service.***  *Different services have to be listed separately, i.e. a new row has to be created and filled in by clicking on “+” for each.*  *The field “Gap” shows the difference between the total amount inserted and the amount allocated between the project periods.*  ***Please pay due attention to avoiding the artificial split of the estimated value of a contract****.* |

**Equipment**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Unit type | No of units | Price per unit | Total | Period 1 | Period 2 | Period 3 | Period … | Gap |
| *Enter here [max 255 characters]* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* |
| *+* | *Enter here* | *Enter here* | *Enter here* | *Automatically filled in* | *Enter here* | *Enter here* | *Enter here* | *Enter here* |  |
|  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ***Guidance:***  *This table has to be filled in by clicking on* ***“+ add”****.*  *For each main type of equipment, a clear description of the required type of equipment needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners).*  ***Price per unit should represent the price per main type******of equipment.***  *Different types have to be listed separately, i.e. a new row has to be created and filled in by clicking on “+” for each.*  *The field “Gap” shows the difference between the total amount and the amount allocated between the project periods.*  ***Please pay due attention to avoiding the artificial split of the estimated value of a contract.*** |

B 1.7 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 Interreg Funds (Mandatory).*  *Interreg NEXT BSB Programme funding represents 90% of the total project budget while co-financing rate is 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.1.8 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 10% partner 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 Interreg NEXT BSB 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.1.9 State Aid

State aid criteria self-check

|  |
| --- |
| ***Guidance:***  *This section collects necessary information to help the project to comply with applicable State aid rules if it is selected for funding. In particular, this section supports partners with self-assessing the State aid relevance of their project activities and with identifying indirect aid that is potentially granted by the project partners to final beneficiaries (e.g. target groups). Such self-assessment builds on the following key questions (see also Part II – Section 13 of the Guidelines):*   Is the partner involved in economic activities within the project? *(Part A below)*   *If yes, does the partner or any third party receive a selective advantage through the project? (Part B below)*  *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]* |

|  |
| --- |
| ***Guidance:***  *State aid occurs when the recipient of the aid is an “undertaking”. Undertaking is an entity engaged in an “economic activity” in the context of the project. Any project partner offering goods or services on a market in the context of the project is an undertaking, regardless of its legal status (public or private) and whether its aim is to make profit or not. An undertaking can be an SME, a large company, a public body, a charity, an NGO, an association, a university, etc.*  *An “economic activity” is broadly defined as offering goods or services on a given market and therefore a comprehensive list of economic (and non-economic) activities does not exist. If the project partner carries out non-economic activities in the project, there is no State aid even if this organisation normally (i.e. outside the Interreg project) carries out activities of economic nature. However, also the opposite might occur, i.e. economic activities are performed in the project by an organisation that normally does not carry out economic activities, thus resulting in State aid relevance.*  *In order to assess whether there is an economic activity, the key question is: “Could in principle this activity be carried out by a body in order to make a profit?” If so, the activity will most likely be considered “economic” and thus, the partner will be considered to be an “undertaking”.*  *If the answer to any question of part A is “Yes”, please provide a brief explanation and indicate the concerned project activities and outputs.*  ***Note****: If the answer is “YES” to any of the question or to both questions under this criterion, there is no risk of state aid, providing the answer is “NO” to question 2 under Criterium II.* |

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]* |

|  |
| --- |
| ***Guidance:***  *In order to qualify as State aid relevant, project activities carried out by a partner which are identified as “economic” (answer “Yes” to any question in the above part A) shall bring a selective advantage to the partner organisation, which it would not have obtained under normal market conditions. This might also take the shape of relieved costs that the partner organisation would normally have to bear. If there is no selective advantage or benefit to the partner, then there is no State aid.*  *If the answer to question B.1 is “Yes”, briefly describe the selective advantage gained by (or the relieved costs for) the partner organisation through economic activities identified in part A.*  *Question B.2 refers to the existence of indirect State aid granted to third parties outside the project partnership. Indirect aid to third parties is granted when an advantage is given by the project partner (usually in the form of services, trainings, consultancy, etc.) to an undertaking outside the project partnership, which it would not have received under normal market conditions. This might be project target groups which benefit from activities performed within the project.*  *Examples are:*  * Consultancy or other services provided for free to companies;*  * Training courses provided for free to companies;*  * Use for free of research facilities by companies.*  *Note: If the answer is “YES” to question B.2, there is a risk of indirect state aid.*  *If the answer is “YES” to both questions under this criterium, there is a risk of state aid.* |

***Remember that in order to meet the requirements of the European Commission and in order to allow a smooth implementation of the Programme and its approved projects, in the framework of Interreg NEXT BSB 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 specific objective** |
| *(Automatically inserted once it is selected in section A.1)* |

**Project overall objective**

Please define the overall objective of the project.

* Make sure that it clearly contributes to the selected programme specific objective and field of action (please see Part I Section 5 Priorities and Specific Objectives).
* The overall objective should describe the broader goal of the project for the benefit of its target group(s) and should point to the results (change) to be achieved by the project.

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

|  |
| --- |
|  |
| ***Guidance:***  *The overall project objective has to be consistent with the selected programme specific objective and demonstrate a relevant contribution to the related programme results (see Part I – Section 5 Priorities and Specific Objectives)* |

**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 addressed. | |
| *Enter text here [recommended max 2000 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 the solutions that will be developed, adopted and/or implemented during the project lifetime in order to tackle the identified common challenges. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries, if the case. | |
| *Enter text here [recommended max 3000 characters]* | |
| C.2.3 Why is transnational 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 transnational approach. | |
| *Enter text here [recommended max 2000 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 be involved in the activities proposed in your project. For example, if you choose the category *local public authority*, you need to explain which specific authority 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:***  *For types of relevant target groups to be selected from the drop-down menu please refer to the Programme logical framework for the relevant specific objective, available on the programme website and in Part I of the Application pack.*  *Target groups selected here should also be consistent with those addressed in the communication objectives of the work package.*  For example: SMEs, enterprises are not among the programme target groups. Nevertheless, business associations, associations of various professions, etc may be relevant as target group(s) in BSB funded projects. |

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 [recommended max 500 characters]* |
| EU Strategy for the Danube Region (EUSDR) |  | *Enter text [recommended max 500 characters]* |
| EU Strategy for the Adriatic and Ionian Region (EUSAIR) |  | *Enter text [recommended max 500 characters]* |
| Other |  | *Enter text [recommended max 500 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.* |

C.2.6 How will your project create synergies with EU strategies or other BSB projects or other projects, programmes or initiatives?

Please describe synergies and the activities foreseen to ensure coordination and avoid overlaps with on-going and planned initiatives/projects. Please specify if this application is linked to any other proposal under preparation within other EU funds, also specifying the concerned EU-funded programmes, national or regional programmes.

|  |  |  |
| --- | --- | --- |
| Project or initiative (including funding instrument, if applicable) | | Synergies foreseen |
| *Enter title* *[recommended max 300 characters]* |  | *Enter text [recommended max 500 characters]* |
| *Enter title* *[recommended max 300 characters]* |  | *Enter text [recommended max 500 characters]* |

|  |
| --- |
| C.2.7 How does your project build on available knowledge?  Please describe the experiences/lessons learned that your project draws on, and other available knowledge your project capitalises on (BSB projects or other projects, programmes or initiatives). If relevant, please specify the projects to be capitalised and which project partner(s) have been involved. |
| *Enter text here [recommended max 2000 characters]* |
|  |

**C.3 Project partnership**

|  |
| --- |
| What is the rationale of the partnership composition and how are partners complementary to each other?  Please describe:   * the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives; * the partners’ competence in the thematic field concerned; * the contribution of each partner to the project; * the lead partner’s competence and experiences relevant for managing a cooperation project. |
| *Enter text here [recommended max 2000 characters]* |
|  |

**C.4 Project Work Plan**

|  |
| --- |
| ***Guidance:***  *The work plan shall contain* ***only one work package****.*  *Please note that there are no separate work packages for project management and communication.*  *In the description of each activity, indicate clearly which partner will be actively involved in the implementation.*  *Management related activities should be described under section C.7 Project management and communication” of the application form and not included in the work package* |

C.4.1 Work package

|  |  |
| --- | --- |
| Work package number | *Automatically generated* ***(please remember that there will be only one work package which may include several activities*** |
| Work package title | *Enter the title here [max 100 characters]* |

**Objectives**

Please define one concise project specific objective that will be achieved by your project through the implementation of the work package. The specific objective should be:

* realistically achievable during the project lifetime;
* specific;
* be verifiable and measurable.

|  |  |
| --- | --- |
| Project specific objective | *Describe the project specific objective here [max 250 characters]* |

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

|  |  |
| --- | --- |
| Communication objective and target audience | *Describe the communication objective here [max 500 characters]* |

|  |
| --- |
| ***Guidance:***  *Communication objectives should be planned in close relation to the specific objective and directly help to achieve this. Communication activities should be integrated in the project work package as described in Part II section 8.5 Communication requirements of the Guidelines. The overall approach to project communication has to be described in the section “C.7 Project management and communication” of the application form.* |

**Activities**

Please describe the activities foreseen in order to achieve the above project specific objective and related communication objective(s) considering also the involvement of the relevant target groups as identified in section C2.4.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ac Nr. | Activity title | Start period | End period | Activity description |
| A 1.1 | *Enter text [max 200 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Enter text [max 1000 characters]* |
| A 1.n | *Enter text [max 200 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Enter text [max 1000 characters]* |

|  |
| --- |
| ***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.*** *Do not add in the workplan distinct, exclusive communication activities (e.g. launching or final conference, press conference, etc). Describe the communication related activities in section “C.7 Project management and communication” of the application form*  *Also, management activities shall not be described in the project work plan. However, the cost of management activities has to be foreseen and included in the project budget. The overall approach to project management has to be described in the section “C.7 Project management and communication” of the application form.* |

**Outputs**

Please define the outputs which will be realised through the activities foreseen in the work package and link them to the related programme output indicators.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 products that are created by implementing project activities. The work package may foresee one or more outputs.*  *All outputs need to be consistent with and contribute to the achievement of one project specific objectives.*  *Outputs have to be captured by corresponding output indicators. It is recommended to carefully read Annex 10 Fiches of programme indicators, Part I section 5 Priorities and Specific Objectives of the Guidelines and the* [*Programme Performance Framework Methodology*](https://blacksea-cbc.net/images/Interreg_Next_BSB__PF_Methodology_Rev_1.pdf) *which provide guidance on the programme indicator system and detailed definitions of indicators and further information on the interlinkages between output and result indicators under each Specific Objective.*  ***DO NOT CONFUSE OUTPUTS WITH DELIVERABLES***  *Ex:*   1. *A study elaborated following the implementation of one or more activities shall be indicated as output only if it can be clearly linked with one of the programme indicators and only if it fully complies with the criteria described in the definition of the respective programme output indicator, as presented in the Programme Performance Framework.*   *Otherwise, it shall be considered deliverable and could be indicated as such under the corresponding activity*   1. *Examples of deliverables: minute of the project meetings, promotion materials, list of participants, etc.* |

**C.5 Project results**

What do you expect to improve or change following the implementation of the activities and the delivery of the project outputs? 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 describe their contribution to the chosen result indicators. To this end, it is important to refer to the types of programme results. Definition of result indicators are available* [*here*](https://www.blacksea-cbc.net/interreg-next-bsb-2021-2027/programme-documents)  *Please note that the selected result indicators need to be consistent with the outputs and related output indicators defined for the work package. 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.*  *For an accurate counting of the indicators,* ***please pay careful attention to the definitions and explanations provided in these documents*** *(i.e when counting organizations cooperating across borders (RCO87) or organisations cooperating across borders after project completion (RCR84) only the project partners should be counted and not 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 |  |  |  |  |  |  |

|  |
| --- |
| ***Guidance:***  *The time plan will be automatically generated in Jems on the basis of information provided in section “C.4 Project work plan” of the application form.*  *Please include a realistic timing for your project activities and outputs.*  *The reporting and monitoring of project implementation will be based on the outputs according to the delivery periods set in the application form. It is therefore recommended to use the time plan to review the logical work flow, consistency and timing of the defined activities and outputs before the submission of your project proposal.* |

**C.7 Project management and communication**

In addition to the activities as described in the work plan, you need to foresee adequate provisions for project management, coordination and internal communication.

|  |
| --- |
| ***Guidance:***  *In the application form, sound management and communication approaches have to be defined that will help to steer and coordinate project implementation, ensure a good quality of and outputs, guarantee visibility and outreach and mitigate potential risks.* |

|  |
| --- |
| C.7.1 How will you coordinate and manage your project?  Please describe how the project management on the strategic and operational level will be carried out, including the set-up of management structures, responsibilities and procedures, as well as risk management. Please also explain how the internal communication within the partnership will be organised. |
| *Enter text here [recommended max 2000 characters]* |
| C.7.2 Which measures will you take to ensure quality in your project?  Describe the planned approach and processes and responsible partners. If you plan to conduct any type of project evaluation, please describe its purpose and scope. |
| *Enter text here [recommended max 2000 characters]* |
| C.7.3 What will be the general approach you will follow to communicate about your project?  Please describe which are your project communication objectives and how will ensure the visibility of your project results. Which tools, methods will be used to reach out the target audiences? |
| *Enter text here [recommended max 2000 characters]* |
| C.7.4 How do you foresee the reporting procedures for activities and budget (within the partnership)?  Please describe the reporting processes for complying with deadlines for reporting as foreseen in the Guidelines and grant contract. |
| *Enter text here [recommended max 2000 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 [recommended max 500 characters] |
| Joint implementation |  | Enter text here [recommended max 500 characters] |
| Joint staffing |  | Enter text here [recommended max 500 characters] |
| Joint financing |  | Enter text here [recommended max 500 characters] |

|  |
| --- |
| ***Guidance:***  *Cooperation should be at the heart of your project in every stage of its implementation.*  *In order to be eligible, projects must therefore select and describe their* ***contribution to at least three out of the four cooperation criteria, as indicated below****:*   * *Joint development (compulsory) – i.e. partners have to be involved integrating their ideas, priorities and actions in the project development process.* * *Joint implementation (compulsory) – i.e. project activities must be carried out by the partners in a cooperative way ensuring clear content-based links and be coordinated by the lead partner.* * *Joint staffing – i.e. the project should not duplicate functions within the partnership. In particular, project management functions should be carried out at project level.* * *Joint financing (compulsory) – i.e. the joint project budget shall be organised according to the activities carried out by each project partner. The lead partner is responsible for the administration and reporting towards the programme bodies as well as the distribution of the funds to the partners.* |

C.7.6 Horizontal principles

Please indicate how your project contributes to horizontal principles and provide a short explanation.

|  |  |  |
| --- | --- | --- |
| 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:***  *Before completing this section, please read carefully Part II section 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. This means that horizontal principles should, to the possible extent, be integrated in your project activities, outputs and results thus ensuring their respect.*  *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**

Projects should have a long-lasting effect in the territories and for the relevant target groups. Please describe below how this will be ensured.

|  |
| --- |
| C.8.1 Ownership  Please describe who will ensure the financial and institutional support, including maintenance, for outputs developed by your project. |
| *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.*  *The programme distinguishes between 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 Lasting effects  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 will be used after the project ends, and by whom. |
| *Enter text here [recommended max 2000 characters]* |
| |  | | --- | | ***Guidance:***  *Please describe how you will ensure that project outputs will be used, up-scaled or deployed after the project end. 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 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 [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 | 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* |
| *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* |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Country |  | 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* |
| *TOTAL* | *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.* |

1. **ANNEXES AND SUBMISSION**

**Application Annexes**

Please upload all required documents as described in ***Part II - Section 15 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 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! |