

Full Application Form

PART A – Project summary

A.1 Project identification

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

A.2 Project summary

<p>Please give a short overview of the project and describe:</p> <ul style="list-style-type: none"> - the common challenge of the programme area you are jointly tackling in your project; - the overall objective of the project and the expected change your project will make to the current situation; - the main outputs you will produce and who will benefit from them; - the approach you plan to take and why is cross-border approach needed; - what is new/original about it?
<i>In English language [7000 characters]</i>

A.3 Project budget summary¹

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

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

¹ All data in this table is automatically filled in from PART D (PART E, if used by the programme).

PART B - Project partners

B.1. Project Partner 1

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

*Please repeat the table for each project partner

PART C – Project description**C.1 Project relevance**

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

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

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C.1.2 Project Approach. How does the project tackle the identified common challenges and/or opportunities and what is new about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

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

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project beneficiaries/target groups/ project area/programme area gain in taking a cross-border approach.

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

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

C.2 Project focus**C.2.1 Project objectives, expected results and main outputs**

Programme priority specific objective

Project main overall objective

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

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Programme result

Select one programme result indicator your project will contribute to.

Project main result

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

Project overall objectives

Which are the specific objectives the project will be working towards? Define max. 3 project specific objectives.	
Title of specific objective	Please provide a short explanation on the defined

Project main outputs**Overview table on project outputs as defined in the work plan**

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

C.2.2 Target groups

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

C.2.3 Durability of project outputs and results³

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

² To avoid double counting of target groups, the quantification of the target groups reached had to be taken out of the work plan section.

³ It's either/or option with the same questions in the work packages.

duration?

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

C.2.4 Transferability of project outputs and results⁴

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

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

C.3 Project context

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

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

Indicate if the project contributes to the following strategies and describe in what way.⁵

<i>Strategy title 1</i>	<input type="checkbox"/>	
<i>Strategy title 2</i>	<input type="checkbox"/>	

C.3.2 What are the synergies with past or current EU and other projects or initiatives the project makes use of?

C.3.3 How does the project build on available knowledge?

Please describe the experiences/lessons learned the project draws on, and other available knowledge the project capitalises on.

C.4 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project, and

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

⁵ Relevant strategies need to be listed; it's usually only one macro regional per programme area.

justify the choice.		
Horizontal principles	Description of the contribution	Type of contribution
Sustainable development		<i>Drop-down list: neutral, positive effects;</i>
Equal opportunities and non-discrimination		<i>Drop-down list: neutral, positive effects;</i>
Equality between men and women		<i>Drop-down list: neutral, positive effects;</i>

C.5 Work plan per work packages

WP Nr	WP title	WP start date	WP end date	WP budget			
1	Management	<i>Automatic from activities</i>	<i>Automatic from activities</i>	<i>Automatically filled in from part D or E</i>			
Partner involvement							
WP responsible partner		<i>Lead Applicant – automatically inserted from Part B - Partners</i>					
Partner involved		<i>Drop-down list</i>					
Describe how the management on the strategic and operational level will be carried out in the project, specifically: <ul style="list-style-type: none"> - structure, responsibilities and procedures for the day-to-day management and co-ordination; - communication within the partnership; - reporting and evaluation procedures; - risk and quality management. 							
Please describe activities and deliverables within the work package.							
Activity 1.1	Activity title		Start month (MM.YYYY)	End month (MM.YYYY)			
	Activity description						
D 1.1.1	Deliverable		Target value	Delivery month (MM.YYYY)			
Activity 1.2	Activity title		Start month (MM.YYYY)	End month (MM.YYYY)			
	Activity description						
D 1.2.1	Deliverable		Target value	Delivery month (MM.YYYY)			
Activity 1.3	Activity title		Start month (MM.YYYY)	End month (MM.YYYY)			
	Activity description						

<i>D 1.3.1</i>	Deliverable	Target value	Delivery month (MM.YYYY)
Activity 1.4	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description		
Activity 1.5	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description		
<i>D 1.5.1</i>	Deliverable	Target value	Delivery month (MM.YYYY)

WP Nr	WP title	WP start month	WP end month	WP budget
2	Communication activities	Automatic from activities	Automatic from activities	Automatically filled in from part D or E
Partner involvement				
WP responsible partner		Drop-down list		
Partner involved		Drop-down list		
Project specific objectives		Communication objectives What can communications do to reach a specific project objective?	Approach/Tactics How do you plan to reach your target groups?	
Specific objective 1 (Pre-filled from C.2.1)		Possibility to fill in 0 - 2 communication objectives per project objective		
Specific objective 2 (Pre-filled from C.2.1)		Possibility to fill in 0 - 2 communication objectives per project objective		
Specific objective 3 (Pre-filled from C.2.1)		Possibility to fill in 0 - 2 communication objectives per project objective		
Please describe activities and deliverables within the work package.				
Activity 2.1	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)	
	Activity description			
<i>D 2.1.1</i>	Deliverable	Target value	Delivery month (MM.YYYY)	

Activity 2.2	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description		
D 2.2.1	Deliverable	Target value	Delivery month (MM.YYYY)
Activity 2.3	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description		
D 2.3.1	Deliverable	Target value	Delivery month (MM.YYYY)
Activity 2.4	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description		
Activity 2.5	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description		
D 2.5.1	Deliverable	Target value	Delivery month (MM.YYYY)

WP Nr	WP title	WP start month	WP end month	WP budget
3 - 7		<i>Automatic from activities</i>	<i>Automatic from activities</i>	<i>Automatically filled in from part D or E</i>
Applicants' involvement				
WP responsible partner		<i>Drop-down list</i>		
Involved partner		<i>Drop-down list</i>		
Summary description and objective of the work package including explanation of how will applicants be involved (who will do what).				

Please describe project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen. Please note that they need to have the same measurement unit.					
Project main output ⁶		Describe your project main output (500 characters)	Quantify your contribution	Delivery month	Choose a programme output indicator to which the project main output will contribute
<i>Output 3.1 (automatic numbering)</i>	<i>Main output 1</i>		<i>Number</i>	<i>MM. YYYY</i>	<i>Drop-down list</i>
<i>Output 3.2 (automatic numbering)</i>	<i>Main output 2</i>		<i>Number</i>	<i>MM. YYYY</i>	<i>Drop-down list</i>
<i>Output n (automatic numbering)</i>	<i>Main output n</i>		<i>Number</i>	<i>MM. YYYY</i>	<i>Drop-down list</i>
Target groups involvement					
Who will use the main outputs delivered in this work package?			<i>Drop-down list of pre-defined target groups (multiple selection possible)</i>		
How will you involve target groups (and other stakeholders) in the development of the project main outputs?					
Durability and transferability of main outputs delivered in this work package⁷					
How will the project main outputs be further used once the project has ended? Please describe concrete measures (including eg institutional structures, financial sources etc) taken during and after project implementation to ensure the durability of the project main outputs. If relevant, please explain who will be responsible and/or the owner of the output.					
How will the project ensure that the project outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership? Please describe to what extent it will be possible to transfer the outputs to other organisations/regions/countries outside of the current partnership.					
Please describe activities and deliverables within the work package.					
Activity	Activity title			Start month	End month

⁶ Not every work package must/will have one or several project main outputs. Main output (an output that contributes directly to the project result) is not the same with a deliverable (a side-product of the project that contributes to the project main output).

⁷ It's either/or option with the same questions in C.2.3 and C.2.4.

3.1		(MM. YYYY)	(MM. YYYY)
	Activity description		
D 3.1.1	Deliverable	Target value	Delivery month (MM. YYYY)
Activity 3.2	Activity title	Start month (MM. YYYY)	End month (MM. YYYY)
	Activity description		
D 3.2.1	Deliverable	Target value	Delivery month (MM. YYYY)
Activity 3.3	Activity title	Start month (MM. YYYY)	End month (MM. YYYY)
	Activity description		
D 3.3.1	Deliverable	Target value	Delivery month (MM. YYYY)
Activity 3.4	Activity title	Start month (MM. YYYY)	End month (MM. YYYY)
	Activity description		
Activity 3.5	Activity title	Start month (MM. YYYY)	End month (MM. YYYY)
	Activity description		
D 3.5.1	Deliverable	Target value	Delivery month (MM. YYYY)

WP Nr	Investment title ⁸	WP start month	WP end month	WP budget
8 - n		Automatic from activities	Automatic from activities	Automatically filled in from part D or E
Applicants' involvement				
WP responsible partner	Drop-down list			
Involved partner	Drop-down list			
Summary description and objective of the work package including explanation of how will applicants be involved (who will do what).				

⁸ It's either/or option with the section C.8 Investment.

Investment description including technical specification and quantification.																													
<p>Justification</p> <p>Explain the need for investment to achieve project objectives and results. Describe clearly the cross-border relevance of the investment. Describe who is benefiting (e.g. beneficiaries, regions, end-users etc.) from this investment and in what way.</p> <p>In 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.</p>																													
<p>Location of the investment</p> <table border="1"> <tr> <td><i>Location of the physical investment; if possible a concrete address where the investment will take place</i></td> <td><i>Drop-down list (NUTS3 codes + whole programme area)</i></td> </tr> </table>						<i>Location of the physical investment; if possible a concrete address where the investment will take place</i>	<i>Drop-down list (NUTS3 codes + whole programme area)</i>																						
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<p>Risks associated with the investment</p> <p>Description of the risks associated with the investment, go/no-go decisions, etc. (if any)</p>																													
<p>Investment documentation</p> <p>Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. In case they are already available attach them to this application form, otherwise indicate when you expect them to be available.</p>																													
<p>Ownership</p> <p>Who owns the site where the investment is located? Who will retain ownership of the investment at the end of the project? Who will take care of maintenance of the investment? How will this be done?</p>																													
<p>Please describe project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen. Please note that they need to have the same measurement unit.</p> <table border="1"> <thead> <tr> <th colspan="2">Project main output⁹</th> <th>Describe your project main output (500 characters)</th> <th>Quantify your contribution</th> <th>Delivery month</th> <th>Choose a programme output indicator to which the project main output will contribute</th> </tr> </thead> <tbody> <tr> <td><i>Output 8.1 (automatic numbering)</i></td> <td><i>Main output 1</i></td> <td></td> <td><i>Number</i></td> <td><i>MM.YYYY</i></td> <td><i>Drop-down list</i></td> </tr> <tr> <td><i>Output 8.2 (automatic numbering)</i></td> <td><i>Main output 2</i></td> <td></td> <td><i>Number</i></td> <td><i>MM.YYYY</i></td> <td><i>Drop-down list</i></td> </tr> <tr> <td><i>Output n (automatic numbering)</i></td> <td><i>Main output n</i></td> <td></td> <td><i>Number</i></td> <td><i>MM.YYYY</i></td> <td><i>Drop-down list</i></td> </tr> </tbody> </table>						Project main output ⁹		Describe your project main output (500 characters)	Quantify your contribution	Delivery month	Choose a programme output indicator to which the project main output will contribute	<i>Output 8.1 (automatic numbering)</i>	<i>Main output 1</i>		<i>Number</i>	<i>MM.YYYY</i>	<i>Drop-down list</i>	<i>Output 8.2 (automatic numbering)</i>	<i>Main output 2</i>		<i>Number</i>	<i>MM.YYYY</i>	<i>Drop-down list</i>	<i>Output n (automatic numbering)</i>	<i>Main output n</i>		<i>Number</i>	<i>MM.YYYY</i>	<i>Drop-down list</i>
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⁹ Not every work package must/will have one or several project main outputs. Main output (an output that contributes directly to the project result) is not the same with a deliverable (a side-product of the project that contributes to the project main output).

numbering)				
Target groups involvement				
Who will use the main outputs delivered in this work package?		<i>Drop-down list of pre-defined target groups (multiple selection possible)</i>		
How will you involve target groups (and other stakeholders) in the development of the project main outputs?				
Durability and transferability of main outputs delivered in this work package¹⁰				
<p>How will the project main outputs be further used once the project has been finalised?</p> <p>Please describe concrete measures (including e.g. institutional structures, financial sources etc) taken during and after project implementation to ensure the durability of the project main outputs.</p> <p>If relevant, please explain who will be responsible and/or the owner of the output.</p> <p>NB. Take note of rules governing ownership of outputs linked to investments (items of infrastructure) in line with Art 71 CPR.</p>				
<p>How will the project ensure that the project outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership?</p> <p>Please describe to what extent it will be possible to transfer the outputs to other organisations/regions/countries outside of the current partnership.</p>				
Please describe activities and deliverables within the work package.				
Activity 8.1	Activity title	Start month (MM. YYYY)	End month (MM. YYYY)	
	Activity description			
D 8.1.1	Deliverable	Target value	Delivery month (MM. YYYY)	
Activity 8.2	Activity title	Start month (MM. YYYY)	End month (MM. YYYY)	
	Activity description			
D 8.2.1	Deliverable	Target value	Delivery month (MM. YYYY)	
Activity 8.3	Activity title	Start month (MM. YYYY)	End month (MM. YYYY)	
	Activity description			

¹⁰ It's either/or option with the same questions in C.2.3 and C.2.4.

<i>D 8.3.1</i>	Deliverable	Target value	Delivery month (MM.YYYY)
Activity 8.4	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description		
Activity 8.5	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description		
<i>D 8.5.1</i>	Deliverable	Target value	Delivery month (MM.YYYY)

C.6 Activities outside (the Union part of) the programme area¹¹

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

C.7 Indicative time plan¹² (automatically generated)

	Period 1				Period 2				Period 3	
WPs and activities	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month x
WP 1 title										
A 1.1 title										
A 1.2 title						D.1.2 .1¹³				
A 1.3 title										
A 1.4 title								D.1.4 .1		
A 1.5 title										O1.1
WP 2 title										
A 2.1 title										
A 2.2 title										
A 2.3 title										

¹¹ All activities to be carried out outside the fund eligible area should be described (including activities by applicants located inside and applicants located outside (the Union part of) the programme area). In line with Art 20 ETC Regulation, the benefits of any activity carried out outside (the Union part of) the programme area need to be justified.

¹² There are different options to show time: implementation month / calendar month / period / quarter of the year.

¹³ In case a delivery date has been specified for deliverables, deliverables should also be shown in the Gantt chart.

A 2.4 title										
A 2.5 title										
WP 3 title										
Etc										

PART D - Project budget

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

Partner			Programme Co-financing			Contribution			Total Eligible
Partner	Partner Abbreviation	Country	ERDF	ERDF Co-Financing(percent)	Percentage Of Total ERDF	Public Contribution	Private Contribution	Total Public Contribution	
1 - LA									
2 – PP2									
Sub-total For Partners Inside									
Sub-total For Partners Outside									
Total									

D.2 Project Budget Overview Partner / Budget line

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

Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure & works	Total Budget	Net Revenue	Total Eligible Budget
ERDF									

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

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

Co-financing Source	Period 1	Period 2	Total Budget	Net Revenue	Total Eligible Budget
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ERDF					
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D.4 Project budget - overview per partner/ per WP

Partner	Co-financing Source	Wp M	Wp T1	Wp I1	Wp I2	Wp C	Total Budget	Net Revenue	Total Eligible
1 - LA	ERDF								
2 – PP2	ERDF								
Total									
Percentage of Total Budget									

Co-financing Source	Wp M	Wp T1	Wp I1	Wp I2	Wp C	Total Budget	Net Revenue	Total Eligible Budget
ERDF								

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

Wp Number	Staff costs	Office and administration	Travel and accomodation	External expertise and services	Equipment	Infrastructure & works	Total Budget	Net Revenue	Total Eligible
Wp M									
Wp T1									
Wp I1									
Wp I2									
Wp C									
Total									
Percentage of Total Budget									

Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure & works	Total Budget	Net Revenue	Total Eligible Budget
ERDF									

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

Wp Number	Period 1	Period 2	Total Budget	Net Revenue	Total Eligible
Wp P					
Wp M					
Wp T1					
Wp I1					
Wp I2					
Wp C					
Total					

Co-financing Source	Period 1	Period 2	Total Budget	Net Revenue	Total Eligible Budget
ERDF					
Total EU Funds					
ERDF Equivalent					

PART E – Project annexes

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