Application Form Guide

Transnational Cooperation Programme Interreg Balkan-Mediterranean 2014-2020

CCI 2014TC16M4TN003

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Introduction

The present Application Form Guide (AFG) aims at providing the Lead Applicants/ Partners participating in Calls for Project Proposals of the Transnational Cooperation Programme Interreg 'Balkan-Mediterranean 2014-2020' (hereinafter BalkanMed Programme or BMP) with all information needed in order to fill in the Application Form (hereinafter AF).

The requirement of submitting an Application Form duly filled in according to the instructions provided is one of the formal criteria used for project evaluation. Applicants, therefore, are strongly recommended to carefully read and follow these instructions.

In addition, applicants are **requested NOT to remove the protection of the Application Form** or change its structure, since that could result in damaging it.

Attention:

Please fill in the Application Form electronically, correctly and completely by using the template included in the Application Package of the Call for Project Proposals.

The Application Form must be completed in English.

The Application Form must be duly signed and stamped by the legal representative of the Lead Applicant/ Partner in the relevant page.

General information

When you open the Application Form you will be informed that **it contains macros, which you must activate**, in order to obtain the data properly. You should also make sure that the security level of the .xls file is medium (go to tools, macros, security and select medium security level).

The Application Form consists of a cover page and seven sections describing in detail the project proposal. Information about the proposed project must be accurate and correct.

white Fields are those that must be completed by the Applicant,

fields marked in grey are those filled in by the Managing Authority/ Joint Secretariat, or fields in which data is automatically transferred or calculated based on the input provided in other fields.

While filling in the Application Form the Applicant should take into account the limits set in the Call for Project Proposals (CfPP) and the Application Form Guide.

In addition, the Applicant is asked to complete all fields of the Application Form, in most of which a set number of characters is defined. The Applicant should not exceed the maximum number of characters defined. Due to Excel limitations, a text box may be split into more than one part. Each part should not exceed 500 or 1000 characters, as defined in each field. The total number of characters is automatically calculated in order to facilitate the Applicant in filling the requested fields. Any text exceeding the word limit turns red in the screen and cannot be seen or printed and thus cannot be taken into consideration.

If further instructions or clarifications concerning the Application Form are needed, the Applicant may contact the Managing Authority/ Joint Secretariat.

In case a project proposal is approved, the Application Form submitted constitutes part of the contract between the Managing Authority and the Lead Partner. It is pointed out that compliance with the provisions of the contract is the responsibility of the Lead Partner, while non compliance with such provisions may lead to the withdrawal of financing.

During project generation and development, partners are suggested to consult all main reference documents of the BalkanMed Programme and the applicable Community and National legislation.

Information per section and field is provided below.

Sections of the Application Form

COVER PAGE

This section provides details on the BalkanMed Programme in the frame of which the Application Form is submitted and general information identifying a proposal. Information per part and field is provided below.

Version of Application Form: The version number of the AF filled in by the JS. Version 1 of the AF will be the one attached to the Subsidy Contract.

Date of submission: The date of submission of the AF filled in by the JS in the context of the Call for Project Proposals (date of post stamp or date of direct delivery to the JS by the Applicant), the signature of the Subsidy Contract and/ or regarding project modifications.

Date of approval: The date of approval of the AF by the responsible Programme bodies (Managing Authority, Monitoring Committee) filled in by the JS.

MIS Code: The unique identification code of the project as generated by the MIS when the project is approved filled in by the JS.

Project title: Please insert the title of the proposed project.

Project acronym: Please insert the acronym of the proposed project.

SECTION A - PROJECT IDENTIFICATION

This section provides general information concerning project identification. Information per part and field is provided below.

Project title: The title of the proposed project. This field is automatically filled in with the relevant information as provided in the Cover Page Section.

Project acronym: The acronym of the proposed project. This field is automatically filled in with the relevant information as provided in the Cover Page Section.

Project duration: The duration of the proposed project. This field is automatically filled in with the relevant information as provided in the Detailed Description Section.

Start: This field is automatically filled in with the relevant date, as a start of the project, using the details provided in Section B.2.3 in the 'Work Packages' table (excluding relevant Deliverables related to Preparation Activities). Projects should be ready to start their implementation as soon as possible after the approval decision of the BMP Monitoring Committee.

End: This field is automatically filled in with the relevant date, as an end of the project, using the details provided in Section B.2.3 in the 'Work Packages' table.

Total Months: This field is automatically calculated given the values inserted in the two previous fields. For the recommended duration of projects, please refer to the relevant Call for Project Proposals.

Priority Axis: Please insert the title of the priority axis of the Programme in the frame of which the project is proposed. The relevant priority axis must be selected from the drop-down list. For more information on priority axis please consult the Cooperation Programme.

Thematic Objective: Please insert the thematic objective of the Programme in the frame of which the project is proposed. The relevant thematic objective must be selected from the drop-down list. For more information on thematic objective please consult the Cooperation Programme.

Investment Priority: Please insert the investment priority of the Programme in the frame of which the project is proposed. The relevant investment priority must be selected from the drop-down list. For more information on investment priority please consult the Cooperation Programme.

Specific Objective: Please insert the specific objective of the Programme in the frame of which the project is proposed. The relevant specific objective must be selected from the drop-down list. For more information on specific objective please consult the Cooperation Programme.

By proper selection, relevant fields throughout the AF document are automatically filled in (see Indicators).

A.1 Brief Description of the Project

Please give a short overview of the project (in the style of a press release) and describe challenges, objectives, expected results and outputs, transnational approach, originality and added value of the project.

It is strongly advised that this field is filled in after the entire Application Form has been completed. Should the project be approved, this summary will be published on the programme's website. Thus, it should be clear, self-explanatory and without references to other parts of the Application Form or to other documents.

This field should not exceed 3000 characters.

A.2 Partner Information

This part provides an overview of project partnership. All fields are automatically filled in based on the information provided in Section C of the Application Form (Partnership). The fields automatically filled in are the following:

Project Partner No: The number identifying the specific partner.

Partner Institution (Full name): The full name of the partner.

Country: The country of origin of the partner.

NUTS II: The NUTS II code of the area of the partner.

Legal Status: The legal status of the partner.

Partner Role: The role of the partner in the project.

Staff Cost Calculation Method: The method for calculation of staff costs preferred by the partner.

Office and Administration Calculation Method: The method for calculation of office and administration costs preferred by the partner.

A.3 Budget per Partner

This table provides an overview of partners' financial contribution to the project. All fields are automatically filled in based on the information provided in Section C of the Application Form (Partnership). The fields automatically filled in are the following:

Project Partner No: The number identifying the specific partner.

Country: The country of origin of the partner.

Co-financing source: The co-financing source for the community contribution of the partner, either ERDF or IPA fund is declared.

Union support: The Union co-financing corresponding to the specific partner.

Percentage (%): Percentage of Union co-financing to the total budget (fixed to 85%).

National counterpart: National co-financing corresponding to the specific partner.

Percentage: Percentage of National co-financing to the total budget (fixed to 15%).

National counterpart type: National co-financing type of the partner, either National Public or National Private funding.

Total: The sum of Union co-financing plus the national co-financing resulting to the total budget of the specific partner.

A.4 Budget & Partners per country

This part provides an overview of the number of partners and the budget per country. All fields are automatically filled in based on the data contained in the previous table. The fields automatically filled in are the following:

Country: The country of origin of partners.

Number of Partners: The number of partners from the specific country.

Co-financing source: The co-financing source for the community contribution of the partner, either ERDF or IPA fund is declared.

Union support: The Union co-financing corresponding to the specific country.

National counterpart: National co-financing corresponding to the specific country.

Breakdown of the national counterpart: National co-financing of the country specific to its type, either National Public or National Private funding.

Total: The sum of Union co-financing plus the national co-financing resulting in the total budget corresponding to the specific country.

A.5 Project Budget

This table provides a summary of the project budget. All fields are automatically filled in. The fields automatically filled in are the following:

Union support: The Union co-financing of the project;

National counterpart: National co-financing of the project.

Breakdown of the national counterpart: National co-financing of the project specific to its type, either National Public or National Private funding.

Total Budget: The sum of Union co-financing plus the national co-financing resulting in the total project budget.

Lead Partner Declaration

In this part the Lead Partner confirms, by officially signing and stamping the Application Form, that:

- The project budget and costs are in line with the limits set in the Call for Project proposals;
- The project neither in whole or in part has or will receive any other additional EU funds (except for the funds indicated in the Application Form) during the whole duration of the project;
- The project is in line with the relevant EU and national/ regional legislation and policies of the regions and countries involved;
- The Lead Partner and the Project Partners will act according to the provisions of the relevant national and EU regulations, especially regarding structural funds, public procurement, equal opportunities and sustainable development, as well as the specific provisions of the programme;
- The project respects equal opportunities and non-discrimination and has no harmful impact on the environment;
- The information in the Application Form is accurate and true to the best knowledge of the Lead Partner;
- All partners in the partnership receiving funding from the programme are eligible bodies as defined in the programme.

All data (Name, Title, Institution and date of signature) must be completed by the signatory (normally the Legal Representative of the Lead Partner's Institution) and officially be stamped and signed by the Legal Representative of the Lead Partner's Institution.

SECTION B – DETAILED DESCRIPTION

This section provides a detailed description of the project proposal. It is divided in eight sub-sections (B1 – Project Identification, B2 – Methodological Approach, B3 – Management, B4 - Information and Publicity, B5 - Maturity of the project, B6 - Sustainability of Results, B7 – Transnational Cooperation & Added Value and B8 - Compatibility with EU and National Policies) presented below.

B.1 PROJECT IDENTIFICATION

This section describes how the project idea was developed and what are its objectives and expected results. This section contains the following fields:

B.1.1 Background of the project (problems/ challenges to be addressed/ target groups)

In this section the Applicant must provide a brief description on how the project idea and partnership were developed, and how the partners were involved in developing the project proposal. Also, the Applicant must describe the reasons for which the proposed project is necessary and what is new about the approach the project takes, as well as the specific problem(s) of target groups, and/or opportunities not currently met that the project will address and challenges the project will face. Additionally, the Applicant must describe the target groups and provide clear evidence that there is a sufficient demand for the proposed project to be implemented. This will demonstrate that the project idea is based on the understanding of what are the real benefits for the local population and the real impact on the area. The Applicant may refer to the Programme SWOT analysis and Objectives, as well as to the relevant chapters of the Manual in order to better describe the project's background.

The maximum number of characters allowed in this field is 4500.

B.1.2 Objectives of the Project

In this section the Applicant must describe the overall objective and sub-objectives of the project and how the overall objective is linked to the specific objectives of the Programme.

The maximum number of characters allowed in this field is 2000.

B.1.3 Expected Outputs of the Project (tangible and visible results or products relating to project activities)

In this section the Applicant must describe the project's main outputs that will be delivered based on the activities carried out in the project. A short explanation needs to be provided on the defined Programme specific objective and its link with the project main outputs. The project main outputs and their contribution to Programme's specific objectives need to be provided, highlighted and justified.

It must be noted that the outputs are tangible and visible results or products relating to the project activities and objectives. <u>Expected project outputs are the means to achieve the Project's (as well as the Programme's) objectives.</u> The outputs described here should be logically connected (be either a logical combination or be identical with) the basic project deliverables listed in Section D of the Application Form, in a way that it gets obvious to the reader what are the expected outputs through which the project meets its objectives.

The foreseen outputs should be clearly linked to the corresponding indicators under the chosen Programme specific objective, which later on will need to be quantified in Section F – Indicators.

The maximum number of characters allowed in this field is 2000.

B.1.4 Expected Results of the Project (direct and immediate effects resulting from the project)

In this section the Applicant must describe the results of the project. Their contribution and link (if applicable) to the result indicators of the Programme as provided in the Cooperation Programme must be described. The direct and immediate effects resulting from the project must also be clearly stated, highlighting the importance of the project for the transnational area. Additionally, the Applicant may describe the innovative character of the expected results or clarify the added-value of the results compared to the achievements of previous experience (in case of a project follow-up).

The foreseen main results should be clearly linked to the corresponding indicators under the chosen Programme specific objective, which later on will need to be quantified in Section F – Indicators.

The maximum number of characters allowed in this field is 2000.

NB: The project should have identifiable and measurable targets, so that its progress can be monitored and evaluated in a way that ongoing consistency with the objectives of the Programme may be achieved. In case of failure in meeting the objectives, financing may be suspended; therefore targets presented should be specific, measurable, achievable, realistic and time based. A clear link between planned outputs, results and objectives must be demonstrated.

B.2 METHODOLOGICAL APPROACH

This section provides an analytical overview of the project implementation methodology (activities, their combination and sequence, responsibilities, etc.). The methodology must clearly show a common and team-oriented manner of work between partners. This section contains the following fields:

B.2.1 Project Methodology / Roles - Tasks of Partners

In this section the Applicant must describe the approach, the work packages and the methodology (sequence, combination and interrelation between the activities-deliverables; the logic behind the different work packages) proposed in order to achieve the project's objectives and to produce the intended results. The methodology must include information about the project implementation stages and how these will contribute towards the attainment of the targets sought; identification of the tools proposed and their suitability towards the attainment of the proposed targets, etc.

Furthermore, the Applicant must provide an explanation of how beneficiaries will be involved in the project (who will do what) and describe the division of roles and tasks among the partners (e.g. partners' responsibilities for administrative and/or financial tasks, participation in the implementation of activities and deliverables, degree of involvement given the competences and strengths of each partner, etc.). In this section you should also justify the size of the partnership, demonstrate that all partners have a significant role in project implementation and prove how the absence of one partner might jeopardise project completion.

The maximum number of characters allowed in this field is 5000.

B.2.2 Roles – Tasks of Observer Partners (if applicable)

In this section the Applicant must describe the organisation's role in the project as observer partner and determine the project partner to which the organisation is related to for any travel and accommodation expenses, if any, to be reimbursed to.

In case of observer partner, make sure that you have fully described the organisation's interest in participating in the project in the *Application Document 1b - Observer Declaration* (standard form provided).

The maximum number of characters allowed in this field is 3000.

B.2.3 Work Packages

In this section the Applicant must break down the proposed project into <u>Work Packages (WP)</u>. Having defined the objectives of the project, a more detailed plan of work packages has to be developed to map out how objectives will be achieved. Well defined objectives should make decisions on appropriate work packages relatively easy. The work packages (WPs) identified should follow the logical phases of the implementation of the project and include management and communication activities. The number of work packages used must be relevant to the complexity of the work and objectives of the proposed project.

NB: A project should be divided into at least three (3) and a maximum of six (6) Work Packages. In Section D - Budget, **each Work Package must be split into Deliverables** in a way that they logically follow the project implementation sub-phases or concrete sub-sets of tasks and activities leading to concrete deliverables. **Each Work Package** shall contain **no more than five (5) Deliverables**. **Each Project Partner** shall implement **no more than thirty (30) deliverables** in total for the project.

A project must have **at least three (3) Work Packages** and **maximum six (6) Work packages**. Two of the three (3) compulsory Work Packages are:

- **"WP1 – Project Management and Coordination"** describing the sequence of actions to be analysed in Deliverables in Section D – Budget, in order for the project to be coordinated and financially managed (including, for example, the necessary meetings between the partners in order to coordinate the project's implementation, or the activities of the Lead Partner concerning the financial monitoring - reporting of the project, etc.). Management and coordination activities and their relevant costs should be duly justified.

  If Preparation Activities have taken place for the development of the project proposal, these Activities should be the starting Deliverable (Deliverable 1.x.1) of WP1 per project partner (see also Project Implementation Manual).

  The partnership decides which partners will receive what share of the reimbursement of preparation costs. It is strongly recommended to reach a consensus within the partnership on the distribution of preparation costs, reflecting the actual preparation activities carried out by the partners in a fair and transparent way.

- **"WP2 – Project Communication & Dissemination"** describing the sequence of actions to be analysed in Deliverables in Section D – Budget, for carrying out the external communication of project efforts and outputs, dissemination of results, etc.

The third compulsory WP is the one of the actual technical implementation of the project. A project can have a maximum of four (4) **Thematic Work Packages, from WP3 up to WP6**.

NB: All activities implemented outside the Programme area should be described in a single dedicated WP in the Application Form (e.g. WPx - Activities Outside the Programme Area).

Each WP contains the following fields:

Title: Please insert the title of the Work Package.

Start: Please insert the Start Date of each WP and press enter (in the case of WPs, the start date should be the same as the start date of the first action);

End: Please insert the End Date of each WP and press enter (in the case of WPs, the end date should be the same as the end date of the last action);

Cost: The Cost of Actions summing up to the costs of Work Packages are automatically filled in based on the information inserted in Section D – Budget.

NB: The "Start Date" and "End Date" included in each Work Package will automatically calculate the overall duration of the project in *Section A - Project identification* and *Section E - Timetable*.

B.2.5 Location of Activities

In this section the Applicant must provide a description of the area targeted by the project, the location of partners and activities, as well as the geographical scope of the longer term effects (results and impacts).

The maximum number of characters allowed in this field is 2000.

B.2.5 Activities outside the programme area (if applicable)

In this section the Applicant must list the activities to be carried out outside the programme area and describe how these activities will benefit the programme area and indicate the total budget of such activities.

The maximum number of characters allowed in this field is 2000.

B.3 MANAGEMENT

This section provides information on how the project will be administered and financially managed, in order to meet the necessary requirements. This section contains the following fields:

B.3.1 Capacity of the Lead Partner and the Project Partners (competences, experience, structure, personnel, resources, etc.)

In this section the Applicant must describe the experiences, competences, institutional and financial capacity, structure, personnel, resources, institutional role, etc. of the participating partners that indicate their relevance in the proposed project. The Applicant needs also to describe whether the partners have the capacity to directly or indirectly influence national/ regional/ local policies and the reasons for selecting the specific partner to act as the Lead Partner.

Due to character restrictions (max 4000), the Applicant should attach to the Application Form documents providing additional elements to support the above-mentioned description (e.g. a diagram of the Partner's structure, etc.).

The maximum number of characters allowed in this field is 4000.

B.3.2 Project Management & Coordination (structures, decision making procedures, internal communication, etc.)

In this section the Applicant must describe the main coordination tasks, decision making structures, responsibilities, procedures and/or tools, as well as the way the day-to-day management of the project will be organised (including financial management) being connected to project outputs and results. The Applicant also needs to demonstrate how the above-mentioned management structures and procedures that the partners will apply will secure sufficient monitoring and control of project implementation as well as a smooth cooperation among them. In addition, the Applicant must describe the means of overcoming possible project implementation problems and obstacles, so as to ensure uninterrupted implementation progress. Finally, the Applicant shall describe how communication between partners is organised in order to facilitate the coordination and decision making procedures.

The maximum number of characters allowed in this field is 2000.

B.4 INFORMATION AND PUBLICITY

B.4.1 Information and Publicity Strategy

In this section the Applicant must describe the communication strategy to be followed in the framework of the proposed project, pointing out the basic structure of the projects communication plan and the ways of efficiently promoting the project idea and its main actions/deliverables, approaching targeted groups and disseminating its results. The Applicant also shall describe the information and publicity measures of the project and explain its compliance with the rules of publicity of the Programme, whether it foresees the use of innovative communication tools, as well as how it will guarantee a transnational promotion of the project in all participating countries.

The maximum number of characters allowed in this field is 3000.

B.5 MATURITY OF THE PROJECT

B.5.1 Preparatory and Administrative Activities undertaken.

In this section the Applicant must describe the maturity of the project and the steps already undertaken for all project activities (incl. services, equipment, small-scale investment) in terms of any preparatory actions necessary in order to start the project implementation, the compatibility of the project with the existing legal framework, the progress made in terms of studies and licensing needed, the progress of administrative operations, etc. that allow the implementation of the project.

For all project activities, make sure that you have fully described all relevant administrative procedures in the *Application Document 5 - Maturity Sheet* (standard form provided).

In the case of small-scale investment activities the relevant accompanying documents must be included [e.g. licenses, permits, any other required approvals (e.g. feasibility study), technical documentation (if needed), a document certifying the land/building ownership or documentation of transferring the operation rights for the period of five (5) years after the end of the project, environmental impact assessments etc., if applicable] proving the maturity of the proposed project. The MA/JS may also request additional documentation for clarification.

Due to the transnational character of the BalkanMed Programme, the budgetary limits and the small-scale investment options provided, **adequate maturity** is required, in order the project to be viable and effective.

The maximum number of characters allowed in this field is 3000.

B.6 SUSTAINABILITY OF RESULTS

B.6.1 Durability and transferability of main outputs delivered in the project

In this section the Applicant must describe how the project main outputs will be further used once the project has been finalised. The Applicants also needs to describe concrete measures (including e.g. institutional structures, human and financial sources, etc.) taken during and after project implementation to ensure the durability of the project main outputs and, if applicable, to describe the structural impact at national/regional/local policies (e.g. improved legislation, planning methods, etc.). If relevant, please explain who will be responsible and/or the owner of the output.

In addition, the Applicant needs to explain how the project will ensure that the project's 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.

The maximum number of characters allowed in this field is 3000.

B.7 TRANSNATIONAL COOPERATION & ADDED VALUE

B.7.1 Transnational Cooperation

In this section the Applicant must demonstrate the need of transnational cooperation for the achievement of project's objectives and results. In addition, the Applicant needs to explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or to describe what benefits the project partners/target groups/project area/programme area gain in taking a transnational approach.

The maximum number of characters allowed in this field is 2000.

B.7.2 Intensity of Transnational Cooperation

In this section the Applicant must state (by the appropriate selection) in which ways the partners shall co-operate by selecting all cooperation criteria that apply to the project with **obligatory cooperation** in the development and implementation of operations and **additional cooperation** in the staffing and/ or financing of operations. **Please mark with an "X"** the ways the partnership cooperates and describe how it will be fulfilled**.**

The maximum number of characters allowed in this field is 1000.

B.7.3 Capitalisation

In this section the Applicant must describe, if and how the project is linked – in terms of its synergy, complementarity, integration or capitalisation of experience – with other implemented European cooperation projects. The Applicant needs to describe if the project aims at analysing results and/or identifying the previous INTERREG knowledge; transferring results achieved by working through the wealth of existing experience and identifying links to EU transnational programmes and initiatives; sharing and disseminating this knowledge to target groups and stakeholders, etc. **Focus on transnational capitalisation.**

The maximum number of characters allowed in this field is 1000.

B.8 COMPATIBILITY WITH EU AND NATIONAL POLICIES

B.8.1 Consistency of the project with EU horizontal principles

In this section the Applicant must state (by the appropriate selection) if the theme tackled by the proposed project will address directly or indirectly each of the EU horizontal principles: Equal opportunities and non-discrimination, Sustainable Development, Equality between men and women. If the project DIRECTLY addresses EU horizontal principles, please ensure specific reference in other relevant sections in the Application Form, i.e. project identification. **Please mark with an "X"** one option of each horizontal principle that the project best addresses and describe how will be applied**.**

The maximum number of characters allowed in this field is 500 per horizontal principle.

B.8.2 Contribution to other EU (incl. macroregional strategies), National, Regional and Local Policies

In this section the Applicant must describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area.

The maximum number of characters allowed in this field is 2000.

SECTION C - PARTNERSHIP

This section provides contact and other useful details concerning the partners participating in the project implementation, starting with the Lead Partner. The size of the partnership is described in the relevant Call for Project Proposals (CfPP).

C.1 Partnership Scheme

C.1.1 Partner Details

Name of institution in English: Please provide the official translation in English of the name of the partner's institution.

Name of institution in original language: Please provide the name of the partner's institution in the original language.

Distinctive Title/ Abbreviation: Please specify the distinctive title of the partner's institution.

Legal Status: Please specify the legal status of the partner in accordance with national legislation, by selecting a value from the drop-down list.

Legal Representative: Please provide the name of the legal representative of the beneficiary. The legal representative is a natural person authorised to represent and bind the institution. In the case of the Lead Partner, the legal representative of the institution must sign the Application Form.

Position of the legal representative in the organisation: Please specify the position of the legal representative in the organisation.

Contact Person for the project: Please specify the name of the person that is nominated as the contact person for the project.

Project Manager: Applicable only to the Lead Partner. Please provide the details of the person nominated as the Project Manager. The person responsible for the project should be a staff member of the Lead Partner who has an overall picture of the project and who coordinates the preparation of the Application Form on behalf of the partnership.

Financial Manager: Applicable only to the Lead Partner. Please provide the name of the person nominated as the Financial Manager of the project that will be responsible for monitoring all financial aspects related to the project's implementation.

The same person can be designated as both Project Manager and Financial Manager. If the person designated as Financial Manager is permanent staff of the partner, the designation can be done at the stage of presenting the Application Form. If the Person designated as Financial Manager will be external, the word "external" should be filled in at the stage of presenting the Application Form. For approved projects, the actual name of the person that will result from the public call procedure will be nominated when available.

Address: Please provide the full postal address of the partner's institution.

Country: Please provide the country of origin of the specific partner, by selecting a value from the drop-down list.

If other please specify: Please note that this is applicable only in the case of an observer partner. Please provide the country of origin of the specific observer partner.

NUTS II code or equivalent: Please provide the NUTS II code of the area where the partner is located, by selecting a value from the drop-down list.

Telephone: Please provide the telephone number of the Contact Person of the Project.

E-mail: Please specify the e-mail of the Contact Person of the Project.

Fax: Please specify the fax number of the Contact Person of the Project.

Website: Please provide the website address of the partner's institution.

Staff Costs Calculation Method: Please provide the preferred method of the partner for the calculation of the Staff Costs according to the rules of the Call, by selecting a values from the drop-down list.

Office and Administration Costs Calculation Method: Please provide the preferred method of the partner for the calculation of the Office and Administration Costs according to the rules of the Call, by selecting a value from the drop-down list.

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?: Please select a value from the drop-down list clarifying whether the VAT is recoverable (or not) by the organisation.

If recoverable, explain how: Please select a value from the drop-down list clarifying whether the VAT is wholly or partly recoverable.

Taxation Office/ ID Number: Please specify the Name of the partner's Tax Office

Tax Number/ Unique Tax Number: Please specify the Tax number or the Social Security Number of the partner's institution.

Partner role in the project: Please specify the role of the partner's institution in the project, by selecting a value from the drop-down list.

In case of observer partner, determine the project partner to which the observer partner is related to: Please specify the project partner to which the observer partner is related to, in order the related PP to budget and report the travel & accommodation costs for OP under the related PP's external expertise so as to be eligible and be paid by the related PP to the OP.

In case of observer partner, please note that the following fields must not be filled in:

- Staff cost calculation method
- Office and administration calculation method
- Is your organization entitled to…
- If recoverable, …
- Taxation office…
- Tax number…
- National counterpart type

NB: Even though observer partners are not considered part of the partnership scheme, their participation is declared in the Application Form, where their relevance and involvement are clearly defined [see section B.2.2 Roles – Tasks of Observer Partners (if applicable)]. Also, the observer partner has to sign an observer declaration. The general criteria for eligibility of partners apply to the observer partners as well.

Observer partners are not eligible to receive EU funding, therefore an observer partner cannot declare any expenses in Section D – Budget. However, the travel and accommodation costs for observer partners are eligible as long as they are paid by the partner(s) organisations listed in the Application Form. They need to be budgeted and reported under external expertise.

In case the observer partner covers any expenditure on his own, this expenditure should not be included in the project budget.

C.1.2 Budget of Partner

Total Budget: This field is automatically filled in and concerns the total budget corresponding to the specific partner.

Union Support: This field is automatically filled in and concerns the community contribution corresponding to the specific partner.

National Counterpart: This field is automatically filled in and concerns the national co-financing corresponding to the specific partner.

National Counterpart Type: This field is automatically filled in and concerns the national co-financing type of the partner, either National Public or National Private funding.

Co-financing source: Please provide the co-financing source of the specific partner, by selecting a value from the drop-down list, as follows:

- For the case of **partners from Bulgaria, Greece and The former Yugoslav Republic of Macedonia** this must be set to **'National Public Funding'**.
- For the case of **non-profit Bodies governed by private law from Cyprus** this must be set to **'National Private Funding'**.
- For the case of **non-profit Bodies governed by private law from Albania** this must be set to **'National Private Funding'**.

C.1.3 Bank Details of Lead Partner

Bank details should be filled in after the approval of the project proposal.

Bank Name: Please provide the name of the Bank Institution where the specific partner holds an account related to the project payments.

Address: Please provide the address of the Bank Institution.

Postal Code: Please provide the postal code of the Bank Institution.

Town: Please provide the name of the town where the Bank Institution is located.

Country: Please specify the country where the Bank Institution is located.

IBAN: Please specify the International Bank Account Number.

SWIFT code: Please specify the SWIFT Code.

Holder of the account: Please specify the original name of the account holder.

SECTION D - BUDGET

This section provides information on the project budget and its breakdown per Project Partner/ Work Packages/ Deliverables/ Budget Lines. The Applicant should keep in mind that all fields marked in grey are automatically filled in based on the information provided in other parts of the Application Form.

D.1 Project & Partnership Scheme Budget

D.1.1 Project Budget

This table summarises the project budget information and is automatically filled in. It contains the following fields:

Union Support: The Union co-financing corresponding to the specific project;

National Counterpart: The national co-financing corresponding to the specific project. It is further analysed to **National Public Funding** and **National Private Funding**.

Total Budget: The sum of Union co-financing plus the national co-financing resulting in the total budget corresponding to the specific project.

D.1.2 Total Project Budget per Work Package/ Budget Line

This table summarises the total project costs per work package and budget line, and is automatically filled in based on the information provided in the following tables that present the costs per partner, work package and budget line that will be further analysed.

D.1.3 Costs per Partner/ Deliverable/ Budget Line – Partner X

The following tables present the costs per deliverable and budget line for each partner participating in the project, starting with the Lead Partner.

However, in this section the Applicant must, **first and foremost**, **include the project deliverables** (see B.2.3 Work Packages of AFG). A 'deliverable' can be defined as the physical evidence of what has been produced through an activity. Each activity should include one or more deliverables that contribute to the achievement of project outputs. **All steps of a single activity do not need to be listed as separate deliverables, but should be aggregated into one deliverable when applicable and relevant.**

Therefore, the Applicant must fill in the deliverable titles implemented by each specific partner and then provide the analysis of the budget for the specific deliverable per budget line. The Totals per Work Package, Deliverable and Budget line are automatically filled in and marked in grey.

NB: In Section D - Budget, **each Work Package must be split into Deliverables** in a way that they logically follow the project implementation sub-phases or concrete sub-sets of tasks and activities leading to concrete deliverables. **Each Work Package** shall contain **no more than five (5) Deliverables**. **Each Project Partner** shall implement **no more than thirty (30) deliverables** in total for the project.

Further analysis of the budget needs to be provided in the *Application Document No. 4 - Specification of Budget* (standard form provided).

NB: The Applicant must attach to the Application Form the *Application Document No. 4 - Specification of Budget* for the proposed activities, providing concrete justification of the way each WP/ Deliverable cost is calculated. This justification includes, for example, calculations based on man-months of effort for the tasks described, specific offers for supplies, etc. The *Application Document No. 4 - Specification of Budget* shall be provided in a standard form (see the CfPP Application Package).

SECTION E – TIMETABLE

This section provides information on the actions' implementation timetable as well as the provisional allocation of the project budget per work package, on an annual basis. Information per section and field is provided below.

E.1 Project Timetable/ Budget

E.1.1 Timetable

This field is automatically filled in with the relevant information provided in Section B - Detailed Description, in the 'Work Packages' table, after you insert the "Start" and "End" dates. The duration of the project is described in the relevant Call for Project Proposals (CfPP).

E.1.2 Annual Breakdown of Project Budget

The Applicant must specify the provisional allocation of the budget on an annual basis covering the duration of the project. In each field, representing a reporting period of the Year X, specify the budget in Euros that corresponds to the part of the budget of the specific WP that will be spent during this period. The Totals per WP and per Annual period will be filled in automatically.

NB: The 'Annual Breakdown of Project Budget' table should be in line with the 'Total Project Budget per Work Package/ Budget Line' table in Section D - Budget. In case of mismatches, the respective cells (Cells AI16:AI22) turn red.

SECTION F – INDICATORS

This section provides information on the outputs and results which are expected to be achieved by the proposed project.

Priority Axis → thematic area which reflects the most relevant needs and potentials of the programme area (the priority axis, under which the specific project is proposed, is automatically filled in, based on the relevant information provided in *Section A - Project Identification* of the Application Form).

Thematic Objective → The thematic objective, under which the specific project is proposed is automatically filled in, based on the relevant information provided in *Section A - Project Identification* of the Application Form.

Investment Priority → The investment priority, under which the specific project is proposed, is automatically filled in, based on the relevant information provided in *Section A - Project Identification* of the Application Form.

Programme specific objective → what the programme wants to change for its inhabitants in this thematic area (the specific objective, under which the specific project is proposed, is automatically filled in, based on the relevant information provided in *Section A - Project Identification* of the Application Form).

Programme outputs → the direct products of the activities, which will contribute to the change (the programme outputs are automatically filled in, based on the relevant information provided in *Section A - Project Identification* of the Application Form).

Programme results → the measurements which will capture the effect of the actions financed (the programme results are automatically filled in, based on the relevant information provided in *Section A - Project Identification* of the Application Form).

Information per section and field is provided below.

Projects have to strictly apply a **result-oriented approach**, clearly defining the **results** and the **changes** the project is striving for and **linking them with the territorial challenges and needs identified. The coherence of the project intervention logic with the targeted specific objective of the programme is a condition for a project to be approved and funded.**

Project intervention logic has to be coherent and shall provide the necessary information for the programme to assess the contribution of a project to the "achievement of the specific objectives and results of the relevant priority", in line with Article 125(3) (a) (i) of the CPR.

A project should demonstrate through its intervention logic that it:

- Targets one single programme priority specific objective;
- Contributes to the respective programme result and result indicator;
- Links in a logic sequence the project activities and outputs to the specific objective target.

In order to be able to assess and measure project's contribution to the achievement of programme objectives, the project needs to establish project intervention logic mirroring the programme intervention logic[1].

Projects will be assessed by their contribution to both output and result indicators related to the Programme priority specific objective under which they have submitted their Application Form. This implies a shift in the approach and focus of projects compared to previous programming periods: *the emphasis is now first and foremost on the delivery of outputs and results rather than on the implementation of project activities*.

[1] INTERACT, Establishing ETC Programme logic and linking Programme and Project intervention logics.

F.1 Project Indicators

In this section the Applicant has to demonstrate how the project will contribute to achieving both types of indicators (output –result) by providing the relevant targeted values, based on specific measurement units and, thus, by clearly linking the foreseen outputs and main results to the corresponding indicators under the chosen Programme specific objective. However, this has also to be highlighted and justified in the Application Form, under Section B, where project overall objective and results are asked to be linked with a programme specific priority and programme result.

F.1.1 Output Indicators

An 'output' can be defined as what comes out of an activity or a set of activities carried out; be tangible and visible. Project outputs are the outcomes obtained following the implementation of project activities. Each output should be captured by a Programme output indicator and should directly contribute to the achievement of the project result. Thus, outputs are quantified through the use of indicators.

Indicators: The output indicators defined in the Programme for the specific Priority Axis and the Specific Objective are automatically filled in.

Unit of Measurement: Output indicators are measured in physical units. The measurement units of the predefined output indicators are automatically filled in.

Target: The Applicant must specify the targeted value of each output indicator.

The Output Indicators per Priority Axis are provided at the tables below.

PA1: Entrepreneurship & Innovation		
1.1 - Competitive territories: stimulating business performance and extroversion through transnational linkages, clusters and networks		
ID OI	**Output indicator (OI)**	**Measurement Unit**
ERDF - CO01	Number of enterprises receiving support	Number
ERDF - CO04	Number of enterprises receiving non-financial support	Number
O0601	Business models or jointly developed instruments, tested and implemented including the ones related to the "green", "blue" and social economic sectors	Number
1.2 - Innovative territories: unleashing territorial potential to improve the transnational innovation capacity of the business sector		
ID OI	**Output indicator (OI)**	**Measurement Unit**
ERDF - CO26	Number of enterprises cooperating with research institutions	Number
ERDF - CO29	Number of enterprises supported to introduce new to the firm products	Number
1.3 - Territories of knowledge: entrepreneurial learning and knowledge transfer for more competitive SMEs		
ID OI	**Output indicator (OI)**	**Measurement Unit**

ERDF - CO46	Number of participants in joint education and training schemes to support youth employment, educational opportunities and higher and vocational education across borders	Persons
ERDF - CO44	Number of participants in joint local employment initiatives and joint training	Persons

PA2: Environment		
2.1 - Biodiversity: promoting ecological connectivity and transnational ecosystems' integration		
ID OI	**Output indicator (OI)**	**Measurement Unit**
ERDF - CO09	Increase in expected number of visits to supported sites of cultural and natural heritage and attractions	Visits/ Year
ERDF CF - CO23	Surface area of habitats supported in order to attain a better conservation status	Hectares
O0602	Designated areas addressed (of which Natura 2000 sites)	Number
2.2 - Sustainable territories: fostering transnational cooperation for resource efficiency and climate change resilience		
ID OI	**Output indicator (OI)**	**Measurement Unit**
O0603	Number of strategies/policies/plans/models and tools jointly developed and tested	Number
O0604	Number of environmental friendly technologies' implementation related to the water/waste efficient management	Number
O0605	Number of environmental friendly technologies' implementation related to climate change prevention and adaptation measures	Number
2.3 - Delivery on environmental legal framework: improving transnational governance capacities		
ID OI	**Output indicator (OI)**	**Measurement Unit**
O0606	Trained stakeholders	Persons
O0607	Training programmes' implemented	Number
O0608	Number of participants in transnational mobility initiatives (Ref. ERDF - CO43)	Persons

F1.2 Result Indicators

A 'result' can be defined as the change sought (in the reference situation) in view of the specific objective to be achieved; as the measurement that captures the effect of the actions financed. Main results of the project should be captured by a Programme result indicator and should directly contribute to the achievement of the desired change in the Programme area. Thus, results are quantified through the use of indicators.

Indicators: The result indicators defined in the Programme for the specific Priority Axis and the Specific Objective are automatically filled in.

Measurement: The measurement units of the predefined result indicators are automatically filled in.

Target: The Applicant must specify the targeted value of each result indicator.

The Result Indicators per Priority Axis are provided at the tables below.

PA1: Entrepreneurship & Innovation		
ID RI	**Result Indicator (RI)**	**Measurement Unit**
1.1 - Competitive territories: stimulating business performance and extroversion through transnational linkages, clusters and networks		
R0601	Transnational cooperation business links	Number
1.2 - Innovative territories: unleashing territorial potential to improve the transnational innovation capacity of the business sector		
R0602	SMEs introducing product or process innovations	% of the total SMEs
1.3 - Territories of knowledge: entrepreneurial learning and knowledge transfer for more competitive SMEs		
R0603	Entrepreneurial learning cooperation schemes	Number

PA2: Environment		
ID RI	**Result Indicator (RI)**	**Measurement Unit**
2.1 - Biodiversity: promoting ecological connectivity and transnational ecosystems' integration		
R0604	Expansion of ecological connectivity and transnational ecosystems' integration of designated areas	Hectares
2.2 - Sustainable territories: fostering transnational cooperation for resource efficiency and climate change resilience		
R0605	Level of adaptation to resources efficiency and climate change resilience measures in alignment with EU policy	% of surface area of all participating countries
2.3 - Delivery on environmental legal framework: improving transnational governance capacities		
R0606	Capacity of public administration staff (PAS) in environmental legislation content and delivery	Persons: Nr of PAS who gained environmental qualifications

SECTION G – CHECKLIST FOR SUBMISSION

This section provides a checklist of requirements that have to be fulfilled before officially submitting the project proposal. Please make sure that you have fulfilled all the requirements listed in that section by clicking on each checkbox, before submitting the documents.