

**Interreg CENTRAL EUROPE Programme**

**Off-line templates of   
“light” and “full” application form   
for the first call for proposals**



**LIGHT APPLICATION FORM (step 1)**

September 2015

*Please note that the application form has to be completed and submitted via the electronic monitoring system of the programme, this offline template is for information purposes only.*

Fields considered as binding for the full application form (step 2) are highlighted in orange

**SECTION A – Project overview**

**A.1 Project identification**

|  |  |  |
| --- | --- | --- |
| Programme priority | | *Drop down menu* |
| Programme priority specific objective | | *Drop down menu* |
| Project acronym | | *Max 15 characters* |
| Project title | | *Max 200 characters* |
| Project index number | | *Automatically inserted* |
| Name of the lead partner organisation/original language | | *Automatically inserted from partner section* |
| Name of the lead partner organisation/English | | *Automatically inserted from partner section* |
| Project duration | Start date | *Calendar selection DD.MM.YYYY* |
| *(automatically calculated – in months)* | End date | *Calendar selection DD.MM.YYYY* |

**A.2 Project summary**

|  |
| --- |
| Please give a short overview of the project and describe in the style of a press release (please cover all the points below)   * the common challenge of the programme area you are jointly tackling in your project * the main objective of the project and the expected change your project will make to the current situation * the outputs of the project and who will benefit from them * the project approach you plan to take and its transnational character * what is innovative about it * the transnational added value of the project |
| *Max 2000 characters* |

**Indicative project budget** *(automatically generated by the system)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner name** | **Partner abbreviation** | **Country** | **Indicative total partner budget (€)** |
| **LP** *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from budget section)* |
| **PP1** *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* |
| **PP2** *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* |
| **PP3** *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* |
| **…** |  |  |  |
| **Indicative total project budget (€)** |  |  | *Calculated automatically* |

**SECTION B –Partners**

**Partner list** *(table automatically generated by the system)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Partner name** | **Country** | **Abbreviation** | **Role** |
| *Continuous numbering* | *(automatically inserted from partner section)* | *Automatically filled in* | *Automatically filled in* | *LP/PP* |
| *Continuous numbering* | *(automatically inserted from partner section)* | *Automatically filled in* | *Automatically filled in* | *LP/PP* |
| **..** | **….** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **B.1 Lead partner/project partner** | | |
| Project partner number | *Automatically filled in* | |
| Partner role in the project | *Drop down menu (LP/PP)* | |
| Name of organisation in original language | *Max 200 characters* | |
| Name of organisation in English | *Max 200 characters* | |
| Abbreviation of organisation | *Max 200 characters* | |
| Department/unit/division (if applicable) | *Max 200 characters* | |
| Address | | |
| Country (NUTS 0) | *Drop down menu* | |
| Region (NUTS 2) | *Drop down menu* | |
| Sub-region (NUTS 3) | *Drop down menu* | |
| Postal code, city street, etc. | *Max 200 characters* | |
| Website | *Max 200 characters* | |
| Assimilated partner | *Field only shown if the PP is outside the programme area.*  *Yes / No* | |
| Legal and financial information | | |
| Type of partner | *Drop down menu (type of partner and target group classification)* | |
| Legal status | *Drop down menu [public/private]*  *In case of international organisations, the applicant has to select “public”* | |
| VAT number (if applicable) | *Max 200 characters* | |
| Other national identifying number (if no VAT number is provided) | *Max 200 characters* | Type of identifying number (e.g. registry number, tax no)  *Max 200 characters* |
| Legal representative | *Name, max 200 characters* | |
| Contact person | *Name, max 200 characters* | |
|  | *e-mail address* | |
|  | *telephone* | |
| Experiences of partner |  | |
| a. Competences  Which are the organisation’s thematic competences and experiences relevant for the project? What is the main business of the organisation? Is the organisation normally performing economic activities on the market? If yes, please specify. | *Max 2000 characters* | |
| b. Role in the project  What is the partner’s role and responsibility in the project? What is the benefit for the organisation from participating in the project? Is the organisation performing any economic activity within the project or as a result of it? | *Max 2000 characters* | |
| c. EU/international projects experience  If applicable, describe the organisation’s experience with EU co-financed or other international projects (both participation and their management). In case of lead partner, please describe your capacity to manage a transnational cooperation project. | *Max 1500 characters* | |

**SECTION C – Project description**

**C.1 Project relevance**

|  |
| --- |
| What are the 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/or joint assets addressed. Please specify the situation for the territories participating in the project. |
| *Max 2000 characters* |

|  |
| --- |
| What is the project’s approach in addressing these common challenges and/or joint assets and what is innovative about this approach?  Please describe new or innovative solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Please explain how far the approach goes beyond existing practice in the sector and/or participating regions. |
| *Max 2000 characters* |

|  |
| --- |
| Why is transnational cooperation needed to achieve the project’s objectives and results?  Please explain why the project goals cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/project area gain in taking a transnational approach. |
| *Max 2000 characters* |

**C.2 Project focus**

**Project objectives and expected results**

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme priority specific objective** | | | *Automatically filled in* |
| **Project main objective** | | | |
| What is the main objective of the project and how does it link to the overall programme goal?  How does it contribute to the programme priority specific objective? | | | |
| *Max 1500 characters* | | | |
|  | |  | |
| **Programme result** | | | |
| *Programme result indicator* to which the project has to contribute | | | |
| *programme result indicator corresponding to the selected programme specific objective will be filled in automatically* | | | |
| **Expected project results** | | | |
| What are the project’s main results and how do they link to the programme result indicator? | | | |
| *Max 1500 characters* | | | |
| **Project specific objectives** | | | |
| Which are the specific objectives the project aims to achieve?  Define max. 3 project specific objectives. | | | |
| **Title of project specific objective** | Please shortly explain each of the defined specific objectives | | |
| *Max 200 characters* | *Max 750 characters* | | |
| *Max 200 characters* | *Max 750 characters* | | |
| *Max 200 characters* | *Max 750 characters* | | |

**Sustainability and transferability of project outputs and results**

|  |
| --- |
| How will the project ensure that project outputs and result/s have a lasting effect beyond project duration?  Please describe concrete measures (including institutional structures, financial resources, etc.) taken during and after project implementation to ensure and/or strengthen the sustainability of the project’s outputs and results. Explain how outputs will be further used once the project has been finalised and, if relevant, explain who will be responsible and/or who will be the owner of results and outputs. |
| *Max 2000 characters* |
| 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. |
| *Max 2000 characters* |

**C.3 Project context**

|  |
| --- |
| How does the project contribute to wider strategies and policies?  Please describe the project’s contribution to relevant strategies and policies at different levels (EU/national/regional); in particular, those concerning the thematic scope of the project and the participating regions. |
| *Max 2000 characters* |

**SECTION D Work plan**

**Work package list**

(Overview on thematic work packages as defined in the work plan *- automatically filled in)*

**D.1 Work package description**

**WP type: Thematic work package (max. 4 thematic work packages)**

*Please describe the thematic work packages foreseen for the implementation of the project activities and leading to the planned project outputs.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP Nr** | **WP title** |  |  |  |
| ***Thematic 1*** *(automatic numbering)* | *Max 100 characters* |  |  |  |
| Summary description and objectives of the WP (including activities and outputs) and how partners will be involved. If applicable, please also indicate whether any pilot investment is foreseen which is linked to this work package.  *Only for step 1, please provide an indicative budget for the work package (in % of the total project budget).* | | | | |
| *Max 2000 characters* | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP Nr** | **WP title** |  |  |  |
| ***Thematic 2*** *(automatic numbering* | *Max 100 characters* |  |  |  |
| Summary description and objective of the WP (including activities and outputs) and how partners will be involved. If applicable, please also indicate whether any pilot investment is foreseen which is linked to this work package.  *Only for step 1, please provide an indicative budget for the work package (in % of the total project budget).* | | | | |
| *Max 2000 characters* | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP Nr** | **WP title** |  |  |  |
| ***Thematic x*** *(automatic numbering* | *Max 100 characters* |  |  |  |
| Summary description and objective of the WP (including activities and outputs) and how partners will be involved. If applicable, please also indicate whether any pilot investment is foreseen which is linked to this work package.  *Only for step 1, please provide an indicative budget for the work package (in % of the total project budget).* | | | | |
| *Max 2000 characters* | | | | |

**D.3 Periods**

*Section automatically completed by the system from the project start and end date as included in section A*

**SECTION E/F Project budget**

**Indicative project budget**

Please provide the indicative total budget per project partner

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner name** | **Country** | **Abbreviation** | **Role** | **Indicative total partner budget (€)** |
| **LP** *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* |  |
| **PP1** *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* |  |
| **PP2** *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* |  |
| **PP3** *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* | *(automatically inserted from partner section)* |  |
| **…** |  |  |  |  |

**SECTION G Annexes**

**Uploaded file list** (annexes attached to this application form)

*See the list of obligatory annexes defined in the application manual (part D chapter IV.2.6).*



**FULL APPLICATION FORM (step 2)**

September 2015

*Please note that the application form has to be completed and submitted via the electronic monitoring system of the programme, this offline template is for information purposes only.*

Fields of the light application form (step 1) which are considered as binding for the full application form (step 2) are highlighted in orange.

**SECTION A – Project overview**

**A.1 Project identification**

|  |  |  |
| --- | --- | --- |
| Programme priority | | *Drop down menu* |
| Programme priority specific objective | | *Drop down menu* |
| Project acronym | | *Max 15 characters* |
| Project title | | *Max 200 characters* |
| Project index number | | *Automatically inserted* |
| Name of the lead partner organisation/original language | | *Automatically inserted from partner section* |
| Name of the lead partner organisation/English | | *Automatically inserted from partner section* |
| Project duration | Start date | *Calendar selection DD.MM.YYYY* |
| *(automatically calculated – in months)* | End date | *Calendar selection DD.MM.YYYY* |

**A.2 Project summary**

|  |
| --- |
| Please give a short overview of the project and describe in the style of a press release (please cover all the points below)   * the common challenge of the programme area you are jointly tackling in your project * the main objective of the project and the expected change your project will make to the current situation * the outputs of the project and who will benefit from them * the project approach you plan to take and its transnational character * what is innovative about it * the transnational added value of the project |
| *Max 2000 characters* |

**A.3 Project budget - breakdown per partner** *(automatically filled-in)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner name and N°** | | | | | **Programme Co-financing** | | | **Partner Co-financing** | | | | | **TOTAL ELIGIBLE BUDGET** |
| **Public co-financing** | | | **Private co-financing** | **Total co-financing** |
| **Partner**  **Name** | **Partner abbreviation** | | | **Country** | **ERDF** | **ERDF co-financing rate (%)** | **% of Total ERDF** | **Automatic public co-financing** | **Other co-financing** | **Total public co-financing** |
| Lead Partner | LP | | |  |  |  |  |  |  |  |  |  |  |
| PP 2 | PP2 | | |  |  |  |  |  |  |  |  |  |  |
| PP N | PP(n) | | |  |  |  |  |  |  |  |  |  |  |
| **Sub-total for PPs inside the programme area** | | | | |  | -- |  |  |  |  |  |  |  |
| PP N | | PP(n) |  | |  |  |  |  |  |  |  |  |  |
| **Sub-total for PPs outside the programme area** | | | | |  | -- |  |  |  |  |  |  |  |
| **Total** | | | | |  | -- |  |  |  |  |  |  |  |

**A.4 Project outputs** *(automatically filled-in from the work plan)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Programme output indicator*** | ***Project output indicator target*** | ***Measurement unit*** | ***Project output quantification (target)*** | ***Project output number*** | ***Project output (title)*** |
| *Programme output indicator 1*  *(automatically inserted from WP)* | *Automatically calculated from the aggregation of the provided quantification* | *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Programme output indicator xx*  *(automatically inserted from WP)* | *Automatically calculated from the aggregation of the provided quantification* | *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Investment specification x*  *(automatically inserted from WP)* | *Automatically calculated from the aggregation of the provided quantification* | *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |

**SECTION B –Partners**

**Partner list** *(table automatically generated by the system)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number** | **Partner name** | **Country** | **Abbreviation** | **Role** | **Associated to** (in case of AP) |
| *Continuous numbering* | *(automatically inserted from partner section)* | *Automatically filled in* | *Automatically filled in* | *LP/PP/AP* | *Automatically filled in* |
| *Continuous numbering* | *(automatically inserted from partner section)* | *Automatically filled in* | *Automatically filled in* | *LP/PP/AP* | *Automatically filled in* |
|  | **….** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **B.1 Lead partner/project partner** | | |
| Project partner number | *Automatically filled in* | |
| Partner role in the project | *Drop down menu (LP, PP, AP)* | |
| Name of organisation in original language | *Max 200 characters* | |
| Name of organisation in English | *Max 200 characters* | |
| Abbreviation of organisation | *Max 200 characters* | |
| Department/unit/division | *Max 200 characters* | |
| Address | | |
| Country (NUTS 0) | *Drop down menu* | |
| Region (NUTS 2) | *Drop down menu* | |
| Sub-region (NUTS 3) | *Drop down menu* | |
| Street, house number, postal code, city | *Max 200 characters* | |
| Website | *Max 200 characters* | |
| Assimilated partner | *Field only shown if the PP is outside programme area.*  *Yes / No* | |
| Legal and financial information | | |
| Type of partner | *Drop down menu (see annex IV of the application manual - type of partner and target group classification)* | |
| VAT number (if applicable) | *Max 200 characters* | |
| Other national identifying number (if no VAT number is provided) | *Max 200 characters* | Type of identifying number (e.g. registry number, tax No.)  *Max 200 characters* |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | *Drop down menu (yes/partly/no) – if partly explain how* | |
| Co-financing % | *Automatically entered depending on the country the partner is located in (information is automatically transferred to the budget section)* | |
| Legal status | *Drop down menu [public/private] In case of international organisations, the applicant has to select “public”* | |
| Legal representative | *Name, max 200 characters* | |
| Contact person | *Name, max 200 characters* | |
|  | *e-mail address* | |
|  | *telephone* | |
| Experiences of partner |  | |
| Competences  Which are the organisation’s thematic competences and experiences relevant for the project? What is the main business of the organisation? Is the organisation normally performing economic activities on the market? If yes, please specify. | *Max 2000 characters* | |
| Role in the project  What is the partner’s role (and responsibility) in the project? What is the expected benefit for the organisation from participating in the project?  Is the organisation performing any economic activity within the project or as a result of it *(not applicable for associated partners)*? | *Max 2000 characters* | |
| EU/international projects experience  If applicable, describe the organisation’s experience with EU co-financed or other international projects (both participation and their management). In case of lead partner, please describe your capacity to manage a transnational cooperation project. | *Max 1500 characters* | |

|  |  |
| --- | --- |
| **B.2 Associated partners** (if applicable) | |
| Associated partner number | *Automatically filled in* |
| Name of organisation in original language | *Max 200 characters* |
| Name of organisation in English | *Max 200 characters* |
| Project partner to which the organisation is associated | *Drop down menu of PPs* |
| Address |  |
| Country (NUTS 0) | *Drop down menu* |
| Region (NUTS 2) | *Drop down menu* |
| Sub-region (NUTS 3) | *Drop down menu* |
| Street, house number, postal code, city | *Max 200 characters* |
| Legal representative *(not applicable for associated partners)* | *Name, max 200 characters* |
| Contact person *(not applicable for associated partners)* | *Name, max 200 characters* |
|  | *e-mail address* |
|  | *telephone* |
| Role in the project  What is the partner’s role (and responsibility) in the project? What is the expected benefit for the organisation from participating in the project?  Is the organisation performing any economic activity within the project or as a result of it *(not applicable for associated partners)*? | *Max 2000 characters* |

**SECTION C – Project description**

**C.1 Project relevance**

|  |
| --- |
| What are the 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/or joint assets addressed. Please specify the situation for the territories participating in the project.* |
| *Max 2000 characters* |

|  |
| --- |
| What is the project’s approach in addressing these common challenges and/or joint assets and what is innovative about this approach?  *Please describe new or innovative solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Please explain how far the approach goes beyond existing practice in the sector and/or participating regions.* |
| *Max 2000 characters* |

|  |
| --- |
| Why is transnational cooperation needed to achieve the project’s objectives and results?  *Please explain why the project goals cannot be efficiently reached acting only on a national/regional/ local level and/or describe what benefits the project partners/target groups/project area gain in taking a transnational approach.* |
| *Max 2000 characters* |

|  |  |  |
| --- | --- | --- |
| **Cooperation criteria**  What is the degree of transnational cooperation within the partnership? Please select at least 3 cooperation criteria that apply to the project and provide a brief explanation. | | |
| Cooperation criteria | | Description |
| Joint development *(compulsory)* | ***tickbox*** | *Max 200 characters* |
| Joint implementation *(compulsory)* | ***tickbox*** | *Max 200 characters* |
| Joint staffing | ***tickbox*** | *Max 200 characters* |
| Joint financing *(compulsory)* | ***tickbox*** | *Max 200 characters* |

**C.2 Project focus**

**Project objectives, expected result and outputs**

|  |  |
| --- | --- |
| **Programme priority specific objective** | ***Automatically filled in*** |
| **Project main objective** | |
| What is the main objective of the project and how does it link to the overall programme goal?  How does it contribute to the programme priority specific objective? | |
| *Max 1500 characters* | |

|  |
| --- |
| **Programme result (pre-defined)** |
| *Programme result indicator* to which the project has to contribute |
| *Programme result indicator corresponding to the selected programme specific objective will be filled in automatically* |
| **Expected project results** |
| What are the project’s main results and how do they contribute to the programme result indicator? |
| *Max 1500 characters* |

|  |  |
| --- | --- |
| **Project specific objectives** | |
| Which are the specific objectives the project aims to achieve?  Define max. 3 specific objectives of the project. | |
| **Title of specific objective** | Please shortly explain each of the defined specific objectives |
| *Max 200 characters* | *Max 750 characters* |
| *Max 200 characters* | *Max 750 characters* |
| *Max 200 characters* | *Max 750 characters* |

**C.3 Project context**

|  |
| --- |
| How does the project contribute to wider strategies and policies?  *Please describe the project’s contribution to relevant strategies and policies at different levels (EU/national/regional); in particular, those concerning the thematic scope of the project and the participating regions.* |
| *Max 2000 characters* |

|  |  |  |
| --- | --- | --- |
| Please indicate if the project contributes to macro-regional strategies and, if applicable, describe its contribution(s). | | |
| EU Strategy for the Danube Region (EUSDR) | *tickbox* | *Max 500 characters* |
| EU Strategy for the Adriatic and Ionian Region (EUSAIR) | *tickbox* | *Max 500 characters* |
| EU Strategy for the Baltic Sea Region (EUSBSR) | *tickbox* | *Max 500 characters* |
| EU Strategy for the Alpine Region (EUSALP) | *tickbox* | *Max 500 characters* |

|  |
| --- |
| What are the synergies with other EU projects (past, on-going or planned) as well as other projects or initiatives?  *Where applicable please refer to existing or planned projects co-funded by EU and/or national/regional funds. In particular please specify if the application is linked to any other proposal under preparation within other EU funds, also specifying the concerned EU-funded programmes (e.g. other Interreg programmes, Horizon 2020, COSME, national or regional programmes supported by ERDF, ESF, cohesion Fund, EAFRD, EMF, etc.)* |
| *Max 2000 characters* |

|  |
| --- |
| In how far does the project build on available knowledge?  *Please describe the experiences/lessons learned the project builds on, and how available knowledge will be used. Where applicable, linkages to CENTRAL EUROPE 2007-2013 projects should be highlighted.* |
| *Max 2000 characters* |

**C.4 Horizontal principles**

**Horizontal principles**

|  |  |  |
| --- | --- | --- |
| Please indicate how the project is likely to affect the following horizontal principles and provide a brief explanation. | | |
| **Horizontal principles** | **Possible effect** | **Description of possible effects and/or planned measures** |
| Sustainable development  How does the project affect the sustainable development of the programme area and in particular the participating regions? | *(****drop down value list****)*  *Choose from: neutral, positive effects, negative effects* | *Max 750 characters* |
| Equal opportunities and non-discrimination  How does the project affect equal opportunities, non-discrimination and reduction of disparities? | *(****drop down value list****)*  *Choose from: neutral, positive effects, negative effects* | *Max 750 characters* |
| Equality between men and women  How does the project affect gender equality? | *(****drop down value list****) Choose from: neutral, positive effects, negative effects* | *Max 750 characters* |
| Environment  What are the foreseeable effects on the environment (e.g. water, soil, air and climate, population and human health, fauna, flora and biodiversity, cultural heritage and landscape)? | *(****drop down value list****)*  *Choose from: neutral, positive effects, negative effects* | *Max 750 characters* |

**SECTION D Work plan**

**Work package list**

(overview on work packages as defined in the work plan *- automatically filled in from WPs)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package type (number)** | **WP name** | **Start date** | **End date** |
| **Preparation** | Preparation | *Automatically inserted from WP* | *Automatically inserted from WP* |
| **Management** | Management | *Automatically inserted from A.1 project start)* | *Automatically inserted from A.1 project end)* |
| **Thematic** | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| **Investment specification** | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| **Communication** | Communication | *Automatically inserted from WP)* | *Automatically inserted from WP)* |

**Time line**

*(Gantt chart automatically generated from the work plan, visualising work packages including outputs, activities and deliverables)*

**D.1 Work package description**

**WP type: Preparation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WP | | WP title | WP start date (month) | WP end date (month) | WP budget |
| *Preparation P* | | **Project preparation** | *Manually inserted from calendar* | *Manually inserted from calendar* | *Total budget*  *Automatically Inserted from budget table* |
| **Partners’ involvement *(not applicable for the Preparation work package)*** | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | |
| **Summary**  Summary description and objectives of the work package (including activities, deliverables and outputs) and how partners will be involved.  ***Not applicable for the Preparation work package*** | | | | | |
| *Max 2000 characters* | | | | | |

**WP type: Management**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WP | | | WP title | WP start date (month) | WP end date (month) | WP budget | |
| *Management M* | | | **Project management** | *Automatically inserted from A.1 project start)* | *Automatically inserted from A.1 project end)* | *Total budget*  *Automatically Inserted from budget table* | |
| WP responsible partner | | | | *Lead Partner automatically inserted from Part B* | | | |
| **Partners’ involvement** | | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | |
| **Description**  Describe the WP objective and how the management on the strategic and operational level will be carried out in the project, specifically:   * structure, responsibilities and procedures for the day-to-day management and co-ordination; * internal communication within the partnership; * reporting and evaluation procedures; * risk and quality management   Indicate whether it is foreseen to outsource the project management. | | | | | | | |
| *Max 2000 characters* | | | | | | | |
| Activity A.M.1  *(continuous, automatic number)* | | *Activity title*  *Max 100 characters*  *Pre-defined activity titles:*   * *Start-up activities* * *Project management, coordination* * *Steering and monitoring of the project implementation* * *Financial management* | | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | | *Indicative budget*  *Manually inserted* |
| Deliverables for Activity M.1 | | | | | | | |
| *D.M.1.1*  *(continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | *Description of deliverable*  *Max 255 characters* | *Quantification/target* | | *Delivery month Manually inserted from calendar* |
| *D.M.1.2 (continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | *Description of deliverable*  *Max 255 characters* | *Quantification/target* | | *Delivery month Manually inserted from calendar* |
| *….* | |  | |  |  | |  |
| Activity A.M.2  *(continuous, automatic number)* | | *Activity title*  *Max 100 characters*  *Pre-defined activity titles:*   * *Start-up activities* * *Project management, coordination* * *Steering and monitoring of the project implementation* * *Financial management* | | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | | *Indicative budget*  *Manually inserted* |
| Deliverables for Activity M.2 | | | | | | | |
| *D.M.2.1 (continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | *Description of deliverable*  *Max 255 characters* | *Quantification/target* | | *Delivery month Manually inserted from calendar* |
| *D.M.2.2 (continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | *Description of deliverable*  *Max 255characters* | *Quantification/target* | | *Delivery month Manually inserted from calendar* |
| *….* | |  | |  |  | |  |

**WP type: Thematic work package (maximum 4 work packages)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WP Nr | | WP title | | | | | | | WP start date **(month)** | WP end date **(month)** | | | WP Budget | | | |
| *Thematic T1*  *(automatic numbering)* | | *Max 100 characters* | | | | | | | *Automatically inserted from activities* | *Automatically inserted from activities* | | | *Total budget*  *Automatically Inserted from budget table* | | | |
| WP responsible partner | | | | | | *Drop-down list of project partners* | | | | | | | | | | |
| **Partners’ involvement** | | | | | | | | | | | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | | | | | | |
| **Summary**  Summary description and objectives of the work package (including activities, deliverables and outputs) and how partners will be involved. If applicable, please also indicate whether any pilot investment (below EUR 15.000 total cost) is foreseen within this work package.  *Please note that for each investment exceeding EUR 15.000 total cost a separate “Investment specification” has to be filled in.* | | | | | | | | | | | | | | | | |
| *Max 2000 characters* | | | | | | | | | | | | | | | | |
| **Project outputs**  Please describe **the outputs** **of the project** that will be the outcome of the activities carried out in this work package. Each output should be linked to a programme output indicator (please ensure that it has the same measurement unit).  *In case of investment specification, the investment as such is to be defined as output and linked to the category “investment” as included in the list of output indicators.* | | | | | | | | | | | | | | | | |
| **Output title** | | | | | **Please provide a brief description of the project output** | | | | **Programme output indicator to which the output will contribute** | | | **Quantification/**  **target** | | | **Delivery date** | |
| *Output O.T1.1*  *(automatic numbering)* | | | *Output 1 title*  *Max 100 characters* | | *Max. 500 characters* | | | | *Drop-down list of programme output indicators* | | | *Number* | | | *Manually inserted from calendar* | |
| *Output*  *O.T1.2*  *(automatic numbering)* | | | *Output 2 title*  *Max 100 characters* | | *Max. 500 characters* | | | | *Drop-down list of programme output indicators* | | | *Number* | | | *Manually inserted from calendar* | |
| *Output O.T1.n (automatic numbering)* | | | *Output n title*  *Max 100 characters* | | *Max. 500 characters* | | | | *Drop-down list of programme output indicators* | | | *Number* | | | *Manually inserted from calendar* | |
| **Target groups** | | | | | | | | | | | | | | | |
| Who will use the outputs of this work package or the investment? | | | | | | | *Drop-down value list of pre-defined target groups (multiple selection possible)* | | | | | | | | |
| How will you involve those target groups (and other stakeholders) in the development of the outputs of this work package or the implementation of the investment? | | | | | | | *Max 500 characters* | | | | | | | | |
| **Sustainability and transferability of work package outputs**  ***(not applicable for investment specification)*** | | | | | | | | | | | | | | | |
| How will the work package outputs be further used once the project has ended?  Please describe concrete measures (including e.g. institutional structures, financial resources, etc.) taken during and after project implementation to ensure the sustainability of the project outputs.  If relevant, please explain who will be responsible and/or the owner of the outputs. | | | | | | | *Max 500 characters* | | | | | | | | |
| How will the project ensure that the work package 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. | | | | | | | *Max 500 characters* | | | | | | | | |
| Activity A.T1.1  *(continuous, automatic number)* | | | | *Activity title*  *Max 100 characters* | | | | *Start date*  *Manually inserted from calendar* | | | *End date*  *Manually inserted from calendar* | | | *Indicative budget*  *Manually inserted* | |
| **Deliverables of activity T1.1** | | | | | | | | | | | | | | | |
| *D.T1.1.1 (continuous, automatic number)* | | | | *Deliverable Title*  *Max 100 characters* | | | | *Description of deliverable*  *Max 255 characters* | | | *Quantification/target* | | | *Delivery month Manually inserted from calendar* | |
| *D.T1.1.2 (continuous, automatic number)* | | | | *Deliverable Title*  *Max 100 characters* | | | | *Description of deliverable*  *Max 250 characters* | | | *Quantification/target* | | | *Delivery month Manually inserted from calendar* | |
| *….* | | | |  | | | |  | | |  | | |  | |
| Activity A.T1.2  *(continuous, automatic number)* | | | | *Activity title*  *Max 100 characters* | | | | *Start date*  *Manually inserted from calendar* | | | *End date*  *Manually inserted from calendar* | | | *Indicative budget*  *Manually inserted* | |
| **Deliverables of activity T1.2** | | | | | | | | | | | | | | | |
| *D.T1.2.1 (continuous, automatic number)* | | | | *Deliverable Title*  *Max 100 characters* | | | | *Description of deliverable*  *Max 255 characters* | | | *Quantification/target* | | | *Delivery month Manually inserted from calendar* | |
| *D.T1.2.2 (continuous, automatic number)* | | | | *Deliverable Title*  *Max 100 characters* | | | | *Description of deliverable*  *Max 255 characters* | | | *Quantification/target* | | | *Delivery month (Manually inserted from calendar* | |
| *….* | | | |  | | | |  | | |  | | |  | |

**Investment specification** *(to be completed for each investment exceeding EUR 15.000 total costs)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nr** | | **Title** | | | | | | | | **WP start date (month)** | | | | | **WP end date (month)** | | | **WP budget** |
| *Investment specification I1 (automatic numbering)* | | *Max 100 characters* | | | | | | | | *Automatically inserted from activities* | | | | | *Automatically inserted from activities* | | | *Automatically filled in from budget table* |
| **Partners’ involvement** | | | | | | | | | | | | | | | | | | |
| WP responsible partner | | | | | | *Drop-down list of partners* | | | | | | | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | | | | | | | | |
| **Technical description of the investment**  Please describe the foreseen investment including a technical specification and quantification. | | | | | | | | | | | | | | | | | | |
| *Max 2000 characters* | | | | | | | | | | | | | | | | | | |
| **Justification**  Please explain   * how the investment will contribute to achieving the project objectives and results * the transnational relevance of the investment * who is benefiting (e.g. partners, regions, end-users etc.) from the investment and in which way   Please clarify further   * which problem the investment tackles * which findings you expect from it * how it can be replicated or transferred to organisations/regions/countries outside of the current partnership   Please also indicate the thematic work package to which the investment is linked. | | | | | | | | | | | | | | | | | | |
| *Max 2000 characters* | | | | | | | | | | | | | | | | | | |
| **Location of the investment** | | | | | | | |  | | | | | | | | | | |
| **Location**  Please indicate the location of investment at NUTS level and provide a short explanation | | | | | | | | *Drop-down menu (NUTS0, NUTS 2, NUTS 3 codes)* | | | | | | | | | | |
| *Max 750 characters* | | | | | | | | | | | | | | | | | | |
| **Risks associated with the investment**  Please describe any potential risks associated with the investment, go/no-go decisions, etc.  Please also indicate if the investment might have any potential negative effects on the environment. If yes, please specific which mitigation measures are foreseen. | | | | | | | | | | | | | | | | | | |
| *Max 1000 characters* | | | | | | | | | | | | | | | | | | |
| **Investment preparation**  If applicable, please specify the technical requirements and permissions (e.g. feasibility study, building permits) necessary for the realisation of the investment according to the respective national legislation. Please indicate if they are already available or their expected time of availability. | | | | | | | | | | | | | | | | | | |
| *Max 1000 characters* | | | | | | | | | | | | | | | | | | |
| **Ownership and durability**  Who owns the site where the investment is located? Who will retain ownership of the investment after the end of the project?  How will the investment be further used after the project end? Who will take care of maintenance of the investment?  Please describe concrete measures (including e.g. institutional structures, financial sources etc.) taken during and after project implementation to ensure the durability of the investment. | | | | | | | | | | | | | | | | | | |
| *Max 2000 characters* | | | | | | | | | | | | | | | | | | |
| **Project outputs**  Please describe **the outputs** **of the project** that will be the outcome of the activities carried out in this work package. Each output should be linked to a programme output indicator (please ensure that it has the same measurement unit).  *In case of investment specification, the investment as such is to be defined as output and linked to the category “investment” as included in the list of output indicators.* | | | | | | | | | | | | | | | | | | |
| **Output title** | | | | | **Please provide a brief description of the project output** | | | | | | **Programme output indicator to which the output will contribute** | | | **Quantification/**  **target** | | | **Delivery date** | |
| *Output O.I1.1*  *(automatic numbering)* | | | *Investment title*  *Max. 100 characters* | | *Max 500 characters* | | | | | | *Drop-down list of programme output indicators*  *“Investment” to be selected* | | | *Number* | | | *Manually inserted from calendar* | |
| **Target groups** | | | | | | | | | | | | | | | | | | |
| Who will use the outputs of this work package or the investment? | | | | | | | | | | | | *Drop-down value list of pre-defined target groups (multiple selection possible)* | | | | | | |
| How will you involve target groups (and other stakeholders) in the development of the outputs of the work package or the implementation of the investment? | | | | | | | | | | | | *Max 500 characters* | | | | | | |
| **Sustainability and transferability of work package outputs**  ***(not applicable for investment specification)*** | | | | | | | | | | | | | | | | | | |
| How will the work package outputs be further used once the project has ended?  Please describe concrete measures (including e.g. institutional structures, financial resources, etc.) taken during and after project implementation to ensure the sustainability of the project outputs.  If relevant, please explain who will be responsible and/or the owner of the outputs. | | | | | | | *Max 500 characters* | | | | | | | | | | | |
| How will the project ensure that the work package 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. | | | | | | | *Max 500 characters* | | | | | | | | | | | |
| Activity A.I1.1  *(continuous, automatic number)* | | | | *Activity title*  *Max 100 characters* | | | | | *Start date*  *Manually inserted from calendar* | | | | *End date*  *Manually inserted from calendar* | | | *Indicative budget*  *Manually inserted* | | |

**WP type: Communication** *(should be filled in after all other WPs)*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WP | | | WP title | | | | WP start date **(month)** | | | WP end date **(month)** | WP budget |
| *Communication C* | | | **Communication** | | | | *Automatically inserted from activities* | | | *Automatically inserted from activities* | *Total budget*  *Automatically inserted from budget table* |
| **Partners’ involvement** | | | | | | | | | | | |
| WP responsible partner | | | | | *Drop-down list* | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | |
| *tickbox* | *Partner name, role, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | |
| Summary description and objectives of the work package (including activities and deliverables) and how partners will be involved.  ***Not applicable for the Preparation work package*** | | | | | | | | | | | |
| *Max 2000 characters* | | | | | | | | | | | |
| **Project specific objectives** | | | | **Communication objectives**  What can communications do to reach the specific objectives of the project?  Please identify up to 2 communication objectives for each project specific objective. | | | | | **Approach/Tactics**  Which approach/tactic will you use to reach the communication objectives in view of which target audience? | | |
| Project specific objective 1  *Prefilled from C.2.1* | | | | *Drop-down (Multi-selection possible- up to two)*  *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Influence attitude* * *Change behaviour* | | | | | *Max 750 characters* | | |
| *Drop-down (Multi-selection possible- up to two)*  *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Influence attitude* * *Change behaviour* | | | | | *Max 750 characters* | | |
| Project specific objective 2  *Prefilled from C.2.1* | | | | *Drop-down (Multi-selection possible- up to two)*  *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Influence attitude* * *Change behaviour* | | | | | *Max 750 characters* | | |
| *Drop-down (Multi-selection possible- up to two)*  *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Influence attitude* * *Change behaviour* | | | | | *Max 750 characters* | | |
| Project specific objective 3  *Prefilled from C.2.1* | | | | *Drop-down (Multi-selection possible- up to two)*  *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Influence attitude* * *Change behaviour* | | | | | *Max 750 characters* | | |
| *Drop-down (Multi-selection possible- up to two)*  *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Influence attitude* * *Change behaviour* | | | | | *Max 750 characters* | | |
| Activity A.C.1 | | *Activity title*  *Drop-down (Mono-select 1)*  *Pre-defined activity titles:*   * *Start-up activities including  communication strategy and website* * *Media relations* * *Publications* * *Public events* * *Targeted events* * *Digital activities including social media and multimedia* * *Promotional materials* | | | | *Start date*  *Manually inserted from calendar* | | *End date*  *Manually inserted from calendar* | | *Indicative budget*  *Manually inserted* | |
| **Deliverables of activity A.C.1** | | | | | | | | | | | |
| *D.C.1.1 (continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | | | *Description of deliverable*  *Max 255characters* | | *Quantification/target* | | *Delivery month (XX.XXXX)* | |
| *D.C.1.2 (continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | | | *Description of deliverable*  *Max 255 characters* | | *Quantification/target* | | *Delivery month (XX.XXXX)* | |
| *….* | |  | | | |  | |  | |  | |
| Activity A.C.2 | | *Activity title*  *Drop-down (Mono-select 1)*  *Pre-defined activity titles:*   * *Start-up activities including  communication strategy and website* * *Media relations* * *Publications* * *Public events* * *Targeted events* * *Digital activities including social media and multimedia* * *Promotional materials* | | | | *Start date*  *Manually inserted from calendar* | | *End date*  *Manually inserted from calendar* | | *Indicative budget*  *Manually inserted* | |
| **Deliverables of activity A.C.2** | | | | | | | | | | | |
| *D.C.2.1 (continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | | | *Description of deliverable*  *Max 255characters* | | *Quantification/target* | | *Delivery month (XX.XXXX)* | |
| *D.C.2.2 (continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | | | *Description of deliverable*  *Max 255 characters* | | *Quantification/target* | | *Delivery month (XX.XXXX)* | |
| *….* | |  | | | |  | |  | |  | |

**D.2 Target groups**

|  |  |  |
| --- | --- | --- |
| Target groups | Please further specify the target groups (e.g., ministry, university, chamber of commerce etc.) - see examples in annex IV of the application manual (classification of target groups) | Target value  Please indicate the size of the target group the project aims to actively involve. |
| *(automatically inserted from work plan)* | *Max 255 characters* |  |
| *(automatically inserted from work plan)* | *Max 255 characters* |  |
| *(automatically inserted from work plan)* | *Max 255 characters* |  |

**D.3 Activities outside the programme area**

|  |  |  |  |
| --- | --- | --- | --- |
| If applicable, please list activities to be carried out outside the programme area by CE partners (as further explain in part B, chapter II.2 of the application manual). Describe how these activities will benefit the programme area and why they are essential for the implementation of the project. | | | |
| *Max 2000 characters* | | | |
|  |  | ERDF for activities implemented by CE partners outside the programme area (indicative) | *EUR*  *manually inserted* |
|  |  | % of total ERDF (indicative) | *Automatically calculated* |

**D.4 Periods**

*Section automatically completed by the system from the project start and end date as included in section A*

**SECTION E –Partner budget** *(Tables in section E.2 to be filled in by each partner)*

**E.1 Partner list**

|  |  |
| --- | --- |
| Partner number | *Automatically transferred* |
| Name of partner organisation | *Automatically transferred* |
| Country | *Automatically transferred* |
| Abbreviation | *Automatically transferred* |
| Partner role | *Automatically transferred* |
| Associated to (in case of associated partner) | *Automatically transferred in case of associated partner* |
| 1. Define budget 2. Define contribution | *Click to insert budget / contribution details* |

**E.2 Budget flat rates**

|  |  |  |
| --- | --- | --- |
| Budget flat rates | *Tick box* | *Tick to define the partner flat rate options* |
| Flat rate staff costs | *Tick box* | *Tick to define the partner flat rate options* |
| Flat rate office and administrative expenditure | *Predefined (not possible to untick)* | *15% by default ( cannot be changed)* |

**E.2/BL1.a Partner budget breakdown – BL1 Staff costs (real costs)** *(alternative to next table depending on PP choice)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specification | WP P | | WP M | | WP T1 | | WP(n) | | TOTAL |
| Period | Amount | Period | Amount | Period | Amount | Period | Amount |
| Staff costs (real costs) |  |  | P0 |  | P0 |  | P0 |  |  |
|  |  |  | P1 |  | P1 |  | P1 |  |  |
|  |  |  | P2 |  | P2 |  | P2 |  |  |
|  |  |  | P(n) |  | P(n) |  | P(n) |  |  |
| Total |  |  |  |  |  |  |  |  |  |

**E.2/BL1.b Partner budget breakdown – BL1 Staff costs (20 % direct costs other than staff)** *alternative to previous table depending on PP choice)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specification | WP P | | WP M | | WP T1 | | WP(n) | | TOTAL |
| Period | Amount | Period | Amount | Period | Amount | Period | Amount |
| Staff costs (flat rate) |  |  | P0 |  | P0 |  | P0 |  |  |
|  |  |  | P1 |  | P1 |  | P1 |  |  |
|  |  |  | P2 |  | P2 |  | P2 |  |  |
|  |  |  | P(n) |  | P(n) |  | P(n) |  |  |
| Total |  |  |  |  |  |  |  |  |  |

**E.2/BL2 Partner budget breakdown – BL2 Office and administrative expenditure (indirect) (15 % of staff costs)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specification | WP P | | WP M | | WP T1 | | WP(n) | | TOTAL |
| Period | Amount | Period | Amount | Period | Amount | Period | Amount |
| Office and administrative expenditure (flat rate) |  |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| Total |  |  |  |  |  |  |  |  |  |

**E.2/BL3 Partner budget breakdown – BL3 Travel and accommodation costs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specification | WP P | | WP M | | WP T1 | | WP(n) | | TOTAL |
| Period | Amount | Period | Amount | Period | Amount | Period | Amount |
| Travel and accommodation costs |  |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| Total |  |  |  |  |  |  |  |  |  |

**E.2/BL4 Partner budget breakdown – BL4 External expertise and services costs   
(and/or total amount allocated to the partner for preparation costs)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specification | WP P | | WP M | | WP T1 | | WP(n) | | TOTAL |
| Period | Amount | Period | Amount | Period | Amount | Period | Amount |
| *Lump sum for preparation costs* | P0 |  |  |  |  |  |  |  |  |
| *Ext. exp./service 1  (nature and quantity; deliverable No. as in work plan) (Max 255 characters)* | P0 |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| *Ext. exp./service (n)  (nature and quantity; deliverable No. as in work plan) (Max 255 characters)* | P0 |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| Total |  |  |  |  |  |  |  |  |  |

**E.2/BL5 Partner budget breakdown – BL5 Equipment expenditure**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specification | WP P | | WP M | | WP T1 | | WP(n) | | TOTAL |
| Period | Amount | Period | Amount | Period | Amount | Period | Amount |
| *Equipment 1  (nature and quantity; deliverable No. as in work plan) (Max 255 characters)* | P0 |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| *Equipment 2  (nature and quantity; deliverable No. as in work plan) (Max 255 characters)* | P0 |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| *Equipment (n)  (nature and quantity; deliverable No. as in work plan) (Max 255 characters)* | P0 |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| Total |  |  |  |  |  |  |  |  |  |

**E.2/BL6 Partner budget breakdown – BL6 Infrastructure and works expenditure**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specification | WP P | | WP M | | WP T1 | | WP(n) | | TOTAL |
| Period | Amount | Period | Amount | Period | Amount | Period | Amount |
| *Infrastructure/works output 1  (nature and quantity, item,..) (Max 255 characters)* | P0 |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| *Infrastructure/works output 2  (nature and quantity, item,..) (Max 255 characters)* | P0 |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| *Infrastructure/works output (n)  (nature and quantity, item,..) (Max 255 characters)* | P0 |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| Total |  |  |  |  |  |  |  |  |  |

**E.2 Forecast of partner net revenues**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specification | WP P | | WP M | | WP T1 | | WP(n) | | TOTAL |
| Period | Amount | Period | Amount | Period | Amount | Period | Amount |
| Net revenues expected | P0 |  | P0 |  | P0 |  | P0 |  |  |
|  |  | P1 |  | P1 |  | P1 |  |  |
|  |  | P2 |  | P2 |  | P2 |  |  |
|  |  | P(n) |  | P(n) |  | P(n) |  |  |
| Total |  |  |  |  |  |  |  |  |  |

**E.3 Partner budget overview**

**E.3.a Partner budget overview – budget line/ per work package**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Budget line | Specification *(Automatically transferred)* | WP P | WP M | WP T1 | WP T2 | WP(n) | TOTAL |
| BL1 Staff costs |  |  |  |  |  |  |  |
| BL2 Office and admin. |  |  |  |  |  |  |  |
| BL3 Travel and accom. |  |  |  |  |  |  |  |
| BL4 External exp. and services (+ prep. costs) | *Preparation costs* |  |  |  |  |  |  |
|  | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| BL5 Equipment | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| BL6 Infrastr. and works | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| Net revenues |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |

**E.3.b Partner budget overview – budget line/ per period**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Budget line | Specification  *(automatically transferred)* | Period 0 | Period 1 | Period 2 | Period 3 | Period (n) | TOTAL |
| BL1 Staff costs |  |  |  |  |  |  |  |
| BL2 Office and admin. |  |  |  |  |  |  |  |
| BL3 Travel and accom. |  |  |  |  |  |  |  |
| BL4 External exp. and services | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| BL5 Equipment | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| BL6 Infrastr. and works | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| Net revenues |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |

**E.3.c Partner budget overview – period/ per work package**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Period | WP P | WP M | WP T1 | WP T2 | WP (n) | TOTAL |
| Period 1 |  |  |  |  |  |  |
| Period 2 |  |  |  |  |  |  |
| Period 3 |  |  |  |  |  |  |
| Period (n) |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |

**E.4 Partner co-financing**

**E.4a Partner budget and co-financing**

|  |  |  |
| --- | --- | --- |
|  | Amount | Co-financing rate |
| ERDF co-financing | *Automatically calculated* | *Automatically transferred from partner section* |
| Partner co- financing | *Automatically calculated* |
| PARTNER TOTAL ELIGIBLE BUDGET | *Automatically transferred from partner budget* |

**E.4b Origin of partner co-financing**

|  |  |  |  |
| --- | --- | --- | --- |
| Source of co-financing | Legal status | % of total partner co-financing | Amount |
| Name of institution (*automatically transferred from partner section*) | *Automatically transferred from partner section* |  |  |
| *External source 1* | *Public/private/automatic public (drop down)* |  |  |
| *External source 2* | *Public/private/automatic public (drop down)* |  |  |
| *External source (n)* | *Public/private/automatic public (drop down)* |  |  |
| Sub-total public co-financing | | *Automatically calculated* | *Automatically calculated* |
| Sub-total automatic public co-financing | | *Automatically calculated* | *Automatically calculated* |
| Sub-total private co-financing | | *Automatically calculated* | *Automatically calculated* |
| TOTAL partner co-financing | |  | *Automatically calculated* |
| Partner co-financing (target value) | |  | *Automatically transferred from E.4a* |
| Total public expenditure (= ERDF + public co-financing + automatic public co-financing) | |  | *Automatically calculated* |

**SECTION F Project budget**

*(all tables of section F are automatically calculated based on the partner budget. No data entry from applicants)*

**A.3/F.0 Project budget - breakdown per partner** *(automatically filled-in)*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner** | | | **Programme Co-financing** | | | **Partner Co-financing** | | | | | **TOTAL ELIGIBLE BUDGET** |
| **Public co-financing** | | | **Private co-financing** | **Total co-financing** |
| **Partner**  **Name and N°** | **Partner abbreviation** | **Country** | **ERDF** | **ERDF co-financing rate (%)** | **% of Total ERDF** | **Automatic public co-financing** | **Other co-financing** | **Total public co-financing** |
| Lead Partner | LP |  |  |  |  |  |  |  |  |  |  |
| PP 2 | PP2 |  |  |  |  |  |  |  |  |  |  |
| PP N | PP(n) |  |  |  |  |  |  |  |  |  |  |
| **Sub-total for PPs inside the programme area** | | |  | -- |  |  |  |  |  |  |  |
| PP N | PP(n) |  |  |  |  |  |  |  |  |  |  |
| **Sub-total for PPs outside the programme area** | | |  | -- |  |  |  |  |  |  |  |
| **Total** | | |  | -- |  |  |  |  |  |  |  |

**F.1 Project budget - overview per partner/ per budget line**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner  name and N° | BL1  Staff costs | BL2  Office and admin. | BL3  Travel and accom. | BL4  External exp. and services | BL5  Equipment | BL6  Infrastr. and works | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| Lead partner |  |  |  |  |  |  |  |  |  |
| Partner 2 |  |  |  |  |  |  |  |  |  |
| Partner N |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| % of Total Budget |  |  |  |  |  |  |  |  |  |

Project budget - overview ERDF co-financing  per budget line

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ERDF |  |  |  |  |  |  |  |  |  |

**F.2 Project budget - overview per partner/ per period**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner  name | Period 0 (preparation) | Period 1 | Period 2 | Period 3 | Period 4 | Period (n) | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| Lead partner |  |  |  |  |  |  |  |  |  |
| Partner 2 |  |  |  |  |  |  |  |  |  |
| Partner N |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| % of Total budget |  |  |  |  |  |  |  |  |  |

Project budget - overview ERDF co-financing  per period

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ERDF |  |  |  |  |  |  |  |  |  |

**F.3 Project budget - overview per partner/ per WP**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner  name | WP P | WP M | WP T1 | WP T2 | WP C | WP (n) | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| Lead partner |  |  |  |  |  |  |  |  |  |
| Partner 2 |  |  |  |  |  |  |  |  |  |
| Partner N |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| % of Total budget |  |  |  |  |  |  |  |  |  |

Project budget - overview ERDF co-financing  per WP

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ERDF |  |  |  |  |  |  |  |  |  |

**F.4 Project budget - overview per WP/ per budget line**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WP number | BL1  Staff costs | BL2  Office and admin. | BL3  Travel and accom. | BL4  External exp. and services | BL5  Equipment | BL6  Infrastr. and works | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| WP P |  |  |  |  |  |  |  |  |  |
| WP M |  |  |  |  |  |  |  |  |  |
| WP (n) |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| % of Total budget |  |  |  |  |  |  |  |  |  |

Project budget - overview ERDF co-financing  per budget line

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ERDF |  |  |  |  |  |  |  |  |  |

**F.5 Project budget - overview per WP/ per period**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WP number | Period 0 | Period 1 | Period 2 | Period (n) | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| WP P |  |  |  |  |  |  |  |
| WP M |  |  |  |  |  |  |  |
| WP T1 |  |  |  |  |  |  |  |
| WP (n) |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |
| % of Total budget |  |  |  |  |  |  |  |

Project budget - overview ERDF co-financing  per period

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ERDF |  |  |  |  |  |  |  |

**SECTION G – Annexes**

**Uploaded file list** (annexes attached to this application form)

*List of obligatory annexes as defined in the application manual (part D chapter IV.2.6):*

* Lead applicant and partner declarations (template is provided as *annex V* of the application manual)
* In case of private lead applicants: Interreg CE simplified financial statement (SFS) (template is provided as *annex VII* of the application manual) and further supporting documents
* Result indicators sheet (template is provided as *annex VIII* of the application manual) – see structure and contents as presented below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Measurement unit** | | **Target** | **Explanations** |
| **Additional thematic result indicators** | | | | |
| Please indicate to which indicators the project results will contribute (selecting those indicators of relevance for the project scope and the planned achievements) and provide a quantification of the target together with a brief explanation specifying the expected contribution. | | | | |
| Number of institutions adopting new and/or improved strategies and action plans | Institutions | |  | *Max 500 characters* |
| Number of institutions applying new and/or improved tools and services | Institutions | |  | *Max 500 characters* |
| Amount of funds leveraged based on project achievements | EUR | |  | *Max 500 characters* |
| Number of jobs created (FTE) based on project achievements | FTE | |  | *Max 500 characters* |
| Number of trained persons | Persons | |  | *Max 500 characters* |
| **Communication result indicators** | | | | |
| Please provide a quantification of the targets for each of the communication result indicators together with a brief explanation. | | | | |
| Visits to the project website | Number of stakeholders reached |  | | *Max 500 characters* |
| Participants at project events | Number of stakeholders reached |  | | *Max 500 characters* |
| Event participants satisfied with information provided | Percentage of stakeholders satisfied |  | | *Max 500 characters* |
| Joint communication activities implemented with external stakeholders | Number of communication activities |  | | *Max 500 characters* |