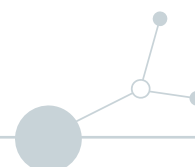




APPLICATION FORM – OFFLINE TEMPLATE

First Call for Proposals



Version 1
11 | 2021





Disclaimer:

Please note that this is not the official application form but only an offline template for information and guidance purposes. This offline template shall not be submitted to the programme. In order to apply to the first call for proposals. Applications can exclusively be submitted via the Interreg CENTRAL EUROPE [joint electronic monitoring system](#) (Jems).

The application form in Jems will become available to applicants at least three weeks before the closure of the call.

We will do our utmost to ensure a high level of consistency between this offline template and the final application form in Jems but please be aware that there might be slight differences with regard to wording, overview tables and character limitation. To this end, please note that, in this template, character limits are set for most text boxes. Such limits shall not be exceeded since Jems will not allow longer texts. There are however a few text boxes for which a recommended maximum number of characters is indicated. This means that, for such text boxes, Jems will allow more space.

PART A - Project identification

A.1 Project identification

Project ID

Automatically generated

Name of the lead partner organisation
(in English language)

Automatically filled in from part B

Project title

Enter title here [max 200 characters]

Project acronym

Enter acronym here [max 25 characters]

Programme priority

Select from drop-down

Programme priority specific objective

Select from drop-down of objectives that belong to the selected programme priority

Project duration (nr. of months)

Enter a number



Guidance:

- *The **project title and acronym** should be short and capture the main project scope. If the project is selected for funding, this will become the official name of the project during the whole implementation period.*
- *It is strongly recommended to **carefully check whether the intended acronym is or was used already** in order to avoid duplication of names with other projects and initiatives. Please pay special attention also to a possible **infringement of existing copyrights** for the planned acronym (linked to brands, products, trademarks, etc.).*
- ***Only one programme priority and specific objective (SO)** can be chosen. Contributions to other priorities and specific objectives are, however, possible.*
- *When indicating the **project duration in number of months**, please note that the actual start date will be set during the contracting phase and included in the subsidy contract if the project is selected for funding.*

A.2 Project summary

Please a short overview of the project and describe:

- the common challenge of the programme area your project is tackling;
- the overall project objective and the expected change your project will make to the current situation;
- what is innovative about your project;
- the main outputs and results your project will develop and who will benefit from them;
- the implementation approach you plan to take and why transnational cooperation is needed.

Enter text here [max 2000 characters]

Guidance:

*The summary of the project proposal is going to be published on the programme website if the proposal is selected. Most readers will be non-experts and the summary should therefore capture the project context, the project objectives and the implementation approach in a way that is easy to understand. Abbreviations should be avoided and technical terms need to be explained. When drafting the summary, it is highly recommended to work with the “**Interreg CENTRAL EUROPE Project Summary Generator**”, which will become available soon on the [programme website](#).*



A.3 Project partner overview

Partner number	Project partner - name of the organisation	Partner role in the project	NUTS (country, if NUTS not applicable)	Partner total eligible budget
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in

Guidance:

The project partner overview will be automatically generated. It will display the list of involved project partners and their respective total eligible budget as filled in in part B.

Please note that this table **will not be visible in Jems** when filling in the application form, but **will be included in the PDF file** that can be generated from Jems.

A.4 Project budget overview

Programme funding			Contribution					Total eligible budget
Funding source	Funding amount	Co-financing rate (%)	Public contribution			Private contribution	Total partner contribution	
			Public contribution	Auto. public contribution	Total public contribution			
ERDF	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
TOTAL	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in

Guidance:

The above budget table will be automatically generated in Jems. It summarises budget information filled in in part B.



A.5 Project outputs and result overview

Programme output indicator	Measurement unit	Aggregated value per programme output indicator	Project output number	Project output (Output title)	Output target value	Programme result indicator	Measurement unit	Result indicator target value
From WPs	From WPs	Automatically calculated	From WPs	From WPs	From WPs	From WPs	From WPs	From C.5
			From WPs	From WPs	From WPs			
From WPs	From WPs	Automatically calculated	From WPs	From WPs	From WPs	From WPs	From WPs	From C.5
			From WPs	From WPs	From WPs			
			From WPs	From WPs	From WPs			

Guidance:

The above overview table will be automatically generated in Jems and it summarises all outputs and results (and related indicators) as defined in the sections “C.4 Project work plan” and “C.5 Project results”.



PART B - Project partners

Guidance:

In this section, partners have to be added to the project. For each project partner, information has to be provided on its identity, address, legal and financial information, contact data, expertise, budget etc. (see sections B.1.1-B.1.9).

Please note that it is advised to fill in sections “B.1.7 Partner budget” and “B.1.9 State Aid information”, only after completing other parts of the application form (see dedicated guidance boxes, below).

After inserting information for all partners, a partner overview list will be automatically generated and displayed in this section (see B.0 below). The LP will be the first partner in this list.

B.0 Partner overview

Partner number	Organisation abbreviation	Partner role in the project	NUTS (country, if NUTS not applicable)	Partner total eligible budget
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in

B.1 Project partner 1

B.1.1 Partner identity

Partner role in the project

Drop-down list: lead partner, project partner

Partner Nr.

Automatically generated (upon submission of AF)

Abbreviated name of organisation

Enter here [max 15 characters]

Name of organisation in original language

Enter here [max 100 characters]



Name of organisation in English

If existing, using the official translation [max 100 characters]

Department /unit / division

If applicable, enter here [max 250 characters]

B.1.2 Partner main address

Country (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street

Enter here [max 50 characters]

House number

Enter here [max 20 characters]

Postal code

Enter here [max 20 characters]

City

Enter here [max 50 characters]

Homepage

Enter here [max 250 characters]

Address of department / unit / division (if applicable)

Country (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street

Enter here [max 50 characters]

House number

Enter here [max 20 characters]

Postal code

Enter here [max 20 characters]

City

Enter here [max 50 characters]

B.1.3 Legal and financial information

Type of partner

Drop-down pre-defined list (see Annex 1 - Type of partner and target group classification)

Subtype of partner

Drop-down (Micro/small/medium-sized/large enterprise).

Legal status

Drop-down (public/ private*)*

Sector of activity at NACE group level

Drop-down menu - Please refer to the statistical classification of economic activities NACE Rev. 2 (2008) available via the [link](#) to the Eurostat website]



Co-financing rate (%)

Automatic from B.1.8 Partner co-financing

VAT number

Enter here [max 50 characters]

Other identifier number (if VAT number is not available, some other organisation identifier should be used)

Enter here [max 50 characters]

Other identifier description (specification of the type of identifier)

Enter here [max 100 characters]

PIC (from EC participant register), if available

Enter PIC number

Guidance:

For more detailed information on subtypes of partners (i.e. micro, small, medium-sized, large enterprise), please refer to Annex I of the Commission Regulation (EU) No 651/2014 available at this [link](#).

B.1.4 Legal representative

Title (e.g. Mr, Ms, Mx)

Enter here [max 25 characters]

First name

Enter here [max 50 characters]

Last name

Enter here [max 50 characters]

B.1.5 Contact person

Title (e.g. Mr, Ms, Mx)

Enter here [max 25 characters]

First name

Enter here [max 50 characters]

Last name

Enter here [max 50 characters]

E-mail address

Enter here [max 255 characters]

Telephone

Enter here [max 25 characters]



B.1.6 Partner motivation, expertise and contribution

Please describe the organisation's thematic competences and experiences relevant for the project. Please also describe what is the main business of the organisation and if the organisation is normally performing economic activities on the market.

Enter text here [max 2000 characters]

What is the role and involvement (contribution and main activities) of your organisation in the project?

Enter text here [max 2000 characters]

If you are the project lead partner, please describe here your organisation's capacity and experience in managing and coordinating EU co-financed projects or other international projects. If you are the project partner that will coordinate communication (i.e. taking over the role of project communication manager), please describe here what are your organisation's relevant communication competences and experiences.

Enter text here [max 2000 characters]

Guidance:

Please note that next to the organisation's thematic competences and experiences also the main business of the organisation needs to be described as well as whether it normally performs economic activities offering goods or services on a given market.

It is important to note that not only profit-making companies perform economic activities. Very often, public bodies or non-profit organisations do also perform economic activities. This is the case, for example, of research organisations (including public universities) which may carry out both economic and non-economic activities. Non-economic activities of such research organisations include public education and independent research and development, while economic activities may include contract research or renting of laboratory facilities for a fee.

Information given in this section will contribute to the State aid assessment of the project proposal.



B.1.7 Budget

Guidance:

The partner budget should only be filled in once the project duration in “A.1 Project identification”, “B.1.1 Partner identity” and “C.4 Project work plan” are completed. This will help to ensure consistency between financial figures and the planned activities (e.g. in terms of timing of the respective costs, correct allocation of cost items in cost categories 5 and 6 to the respective investments in case of total investment budgets above 25.000 EUR, etc.).

Partner Budget Options

- ☐ Staff costs flat rate (20% of direct costs)
- ☐ Office and administration flat rate based on direct staff costs (15% of Staff costs)
- ☐ Travel and accommodation flat rate ____% of Staff costs
- ☐ Other costs flat rate (40% of Staff Costs)

Guidance:

Interreg CENTRAL EUROPE applies a number of simplified cost options (SCOs) and each project partner can select their relevant flat rates in this section. Unless a project partner selects the “Other costs flat rate” (i.e. 40 % flat rate for direct costs other than staff costs - see chapter I.4.2.6 of the programme manual), the flat rates for the cost categories 2 “Office and administration cost” and 3 “Travel and accommodation costs” are obligatory and have to be both selected. If the “Other costs flat rate” is selected, the 40% already comprises these cost categories (see chapter I.4.2.6 of the programme manual).

The flat rate percentage for travel and accommodation has to be filled in in accordance with the country-specific flat rate as defined by the programme (for the applicable rate, see chapter I.4.3.3. of the programme manual). For more detailed information on SCOs and cost categories see chapter I.4.2.6 and chapter I.4.3 of the programme manual.

It is recommended to select the partner budget options before inserting the partner budget.



Partner Budget

Guidance:

The partner budget has to be filled in according to the partner budget options selected by the individual project partner. The partner budget has to be inserted at the level of the applicable cost categories and periods. Since the application form is interactive, only the relevant cost categories will be displayed.

Staff Costs

Entry field for total	Total	Period 1	Period 2	Period 3	Period ...	Gap
Enter here	Automatically filled in	Enter here	Enter here	Enter here	Enter here	Automatically filled in

Guidance:

Unless the “Staff costs flat rate” (i.e. 20 % flat rate of direct costs) option is selected, the above table for filling in staff costs will appear in Jems. The partner will have to insert the total amount of staff costs foreseen for the whole project duration and then split the amount among the project periods. The field “Gap” shows the difference between the total amount inserted and the amount allocated between the project periods.

Unless the “Other costs flat rate” (i.e. 40 % flat rate for direct costs other than staff costs) is selected, the tables for cost categories 2 “Office and administration costs” and 3 “Travel and accommodation costs” will be automatically calculated once staff costs will have been filled in.

If the “Staff costs flat rate” (i.e. 20 % flat rate of direct costs) option is selected, the tables for cost categories 1 “Staff costs”, 2 “Office and administration costs” and 3 “Travel and accommodation costs” will be automatically calculated as soon as the tables for the cost categories 4 “External expertise and services”, 5 “Equipment” and 6 “Infrastructure and works” are filled in.



Office and administration

Total Office and administration flat rate is calculated by applying the rate (%) to the total Staff costs

Flat rate for office and administration	Total
	Automatically filled in

Travel and accommodation

Total Travel and accommodation flat rate is calculated by applying the rate (%) to the total Staff costs

Flat rate for travel and accommodation	Total
	Automatically filled in

Guidance:

Unless a project partner selected the “Other costs flat rate” (i.e. 40 % flat rate for direct costs other than staff costs), the tables for cost categories 2 “Office and administration costs” and 3 “Travel and accommodation costs” will be automatically calculated.

External expertise and services

Description	Entry field for total	Total	Period 1	Period 2	Period 3	Period ...	Gap
Enter here [max 255 characters]	Enter here	Automatic ly filled in	Enter here	Enter here	Enter here	Enter here in	Automatic ly filled in
+		Automatic ly filled in	Automatic ly filled in	Automatic ally filled in	Automatic ally filled in	Automatic ly filled in	

Guidance:

Unless a project partner selects the “Other costs flat rate” (i.e. 40 % flat rate for direct costs other than staff costs), the table for cost category 4 “External expertise and services” will appear in Jems.

This table has to be filled in by clicking on “+ add”. For each type of service, a clear description of the required service needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners). Different services have to be listed separately, i.e. a new row has to be created and filled in by clicking on “+” for each.

The field “Gap” shows the difference between the total amount inserted and the amount allocated between the project periods.



Equipment

Description	Investment	Entry field for total	Total	Period 1	Period 2	Period 3	Period ...	Gap
Enter here [max 255 characters]	Drop-down menu	Enter here	Automatically filled in	Enter here	Enter here	Enter here	Enter here	Automatically filled in
+			Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	

Infrastructure and works

Description	Investment	Entry field for total	Total	Period 1	Period 2	Period 3	Period ...	Gap
Enter here [max 255 characters]	Drop-down menu	Enter here	Automatically filled in	Enter here	Enter here	Enter here	Enter here in	Automatically filled in
+			Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	

Guidance:

Unless a project partner selects the “Other costs flat rate” (i.e. 40 % flat rate for direct costs other than staff costs), the cost categories 5 “Equipment” and 6 “Infrastructure and works” appear in Jems.

These have to be filled in by clicking on “+ add”. For each type of equipment or infrastructure and works, a clear description of the required item or works needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners). Different items or works have to be listed separately, i.e. a new row has to be created and filled in by clicking on “+” for each.

In addition, if the equipment or infrastructure and works form part of an investment that has been included in section “C.4 work plan” (i.e. an investment of more than EUR 25.000), the respective investment number has to be indicated in Jems by selecting it from the drop-down menu provided under the field “Investment”.

The field “Gap” shows the difference between the total amount inserted and the amount allocated between the project periods.



B.1.8 Co-financing

Source	Amount	Percentage
Drop-down menu	Automatically filled in	Enter here
Partner Contribution	Automatically filled in	Automatically filled in
Partner total eligible budget	Automatically filled in	Automatically filled in

Guidance:

This table can only be filled in once the partner budget options were selected and the partner budget was completed.

This table displays the co-financing received by the programme and the partner contribution. Since Interreg CENTRAL EUROPE is funded by the ERDF, the source of funding to be selected from the drop-down menu in the respective field is ERDF. The ERDF co-financing rate is 80% for all partners and this has to be indicated in the percentage field. The fields in partner contribution and the partner total eligible budget are then automatically calculated.



Origin of partner contribution

Source of contribution	Legal status	Amount	% of total partner budget
Partner organisation automatically filled in	Drop-down menu	Enter here	Automatically filled in
+ Add new contribution origin	Drop-down menu	Enter here	Automatically filled in

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

Guidance:

In this table, partners have to indicate the source of their 20% partner contribution. The system by default includes the partner organisation as a first contribution source, assuming that the contribution is from own resources.

The partner contribution can be either public or private, and this is to be selected from the drop-down menu. In case of own resources, partners have to select the public or private nature of the contribution coherently with their legal status as chosen in section “B.1.1 partner identity”. The amount of the contribution has to be inserted manually in the table.

Partners benefitting from (or intending to apply for) external financial contributions to their budget, have to click on “+ Add new contribution origin”. They then have to provide information about the contribution source, select the type (i.e. public, private, automatic public) and fill in the amount of the contribution. Automatic public contribution refers to ad-hoc co-financing schemes set up at the national, regional or local level for the participation in Interreg projects (so called “match funding”).

It is important to note that partners, which receive ERDF from the programme as State aid under the General Block Exemption Regulation (GBER), cannot receive any additional public co-financing to their budgets. State aid relevant partners wishing to apply for any public co-financing scheme for their project budget can receive ERDF from the programme under the de minimis regime only. For further information, please see chapter I.4.4.3 of the programme manual.

The total contribution from various sources must always match with the total partner contribution of 20%. A warning sign will appear if the inserted contributions do not match. The percentage of total partner budget is then automatically calculated.

In case the partner budget changes during the development of the application, information has also to be updated in the origin of partner contribution section.

The origin of partner contribution will finally be summarised in an automatically calculated table in Jems.



B.1.9 State Aid information

Guidance:

This section collects necessary information to help the project to comply with applicable State aid rules if it is selected for funding. In particular, this section supports partners with self-assessing the State aid relevance of their project activities and with identifying indirect aid that is potentially granted by the project partners to final beneficiaries (e.g. target groups). Such self-assessment builds on the following key questions (see also chapter I.4.4.3 of the programme manual):

- *Is the partner involved in economic activities within the project? (Part A below)*
- *If yes, does the partner or any third party receive a selective advantage through the project? (Part B below)*

*It is recommended to fill in this section **only** after all other sections of the application form are completed.*



A. Is the partner involved in economic activities within the project?

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

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

Guidance:

State aid occurs when the recipient of the aid is an “undertaking”. Undertaking is an entity engaged in an “economic activity” in the context of the project. Any project partner offering goods or services on a market in the context of the project is an undertaking, regardless of its legal status (public or private) and whether its aim is to make profit or not. An undertaking can be an SME, a large company, a public body, a charity, an NGO, an association, a university, etc.

An “economic activity” is broadly defined as offering goods or services on a given market and therefore a comprehensive list of economic (and non-economic) activities does not exist. If the project partner carries out non-economic activities in the project, there is no State aid even if this organisation normally (i.e. outside the Interreg project) carries out activities of economic nature. However, also the opposite might occur, i.e. economic activities are performed in the project by an organisation that normally does not carry out economic activities, thus resulting in State aid relevance.

In order to assess whether there is an economic activity, the key question is: “Could in principle this activity be carried out by a body in order to make a profit?” If so, the activity will most likely be considered “economic” and thus, the partner will be considered to be an “undertaking”.

If the answer to any question of part A is “Yes”, please provide a brief explanation and indicate the concerned project activities and outputs.



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

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

State Aid question	Answer	Justification
1. Does the partner gain any benefits (or is relieved of any costs) from the economic activities mentioned under section A, which it would not have received in the normal course of business, i.e. in the absence of funding granted through the project?	Yes/No	Enter text here [max 1000 characters]
2. Does any economic operator (e.g. SMEs) that is outside the partnership (i.e. not listed as partner in the application form) receive an advantage through activities carried out by the partner within the project?	Yes/No	Enter text here [max 1000 characters]

Guidance:

In order to qualify as State aid relevant, project activities carried out by a partner which are identified as “economic” (answer “Yes” to any question in the above part A) shall bring a selective advantage to the partner organisation, which it would not have obtained under normal market conditions. This might also take the shape of relieved costs that the partner organisation would normally have to bear. If there is no selective advantage or benefit to the partner, then there is no State aid.

If the answer to question B.1 is “Yes”, briefly describe the selective advantage gained by (or the relieved costs for) the partner organisation through economic activities identified in part A.

Question B.2 refers to the existence of indirect State aid granted to third parties outside the project partnership. Indirect aid to third parties is granted when an advantage is given by the project partner (usually in the form of services, trainings, consultancy, etc.) to an undertaking outside the project partnership, which it would not have received under normal market conditions. This might be project target groups which benefit from activities performed within the project. Examples are:

- *Consultancy or other services (e.g. energy audits) provided for free to companies;*
- *Training courses provided for free to companies;*
- *Use for free of research facilities by companies.*

C. State aid relevant activities (select from drop-down menu based on C.4 entries)

Multiply choice selection of project partner's WPs activities numbers from C.4. work plan

Guidance:

In case any of the questions in part B is answered with “Yes”, please select the State aid relevant activities from the drop-down menu (part C). This drop-down menu will become available only after section C.4 of the application form was completed.



D. State aid regime (to be filled in ONLY after project selection)

Drop down list (GBER article 20/ GBER article 20a / de minimis)

B.1 Project partner 2

All sections from B.1.1-B.1.9 repeated

B.1 Project partner 3

All sections from B.1.1-B.1.9 repeated

B.2 Associated partner

Associated partners overview

Partner number	Name of associated partner	Associated to project partner
Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in

Associated partner number

Automatically generated by the system (upon AF submission)

Name of organisation in original language

Enter here [max 100 characters]

Name of organisation in English

If existing, using the official translation [max 100 characters]

Partner to which the organisation is associated

Drop-down

Country (Nuts 0)

Drop-down



Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street

Enter here [max 50 characters]

House number

Enter here [max 20 characters]

Postal code

Enter here [max 20 characters]

City

Enter here [max 50 characters]

Legal representative (Not applicable - not to be filled in)

Title

Enter here [max 25 characters]

First name

Enter here [max 50 characters]

Last name

Enter here [max 50 characters]

Contact person

Title (e.g. Mr, Ms, Mx)

Enter here [max 25 characters]

First name

Enter here [max 50 characters]

Last name

Enter here [max 50 characters]

E-mail address

Enter here [max 255 characters]

Telephone

Enter here [max 25 characters]

Please describe the role of the associated partner in the project and why its involvement is important for the achievement of the project specific objectives.

Enter text here [max 2000 characters]

Guidance:

Involving key stakeholders as associated partners can improve the planning and development of project outputs and results. They can help to sustain and mainstream project results and generate multiplier and leverage effects. The involvement of associated partners is, however, only optional and it is not necessary to include all relevant stakeholders as associated partners. Stakeholders (no matter whether they are indicated as associated partners or not) should be directly involved in the project activities.

It is recommended to involve only associated partners that are committed and relevant for the project. In any case, the necessary competences and capacities for reaching the project objectives and ensuring a sound implementation of the project must be covered by the financing partners.



PART C - Project description

C.1 Project overall objective

Programme priority specific objective

(Automatically inserted once it is selected in section A.1)

Project overall objective

Please define the overall objective of the project.

- Make sure that it clearly contributes to the selected programme specific objective.
- The overall objective should provide the general context for what your project aims to achieve.
- It should describe the broader goal of the project for the benefit of its target group(s) and should point to the results (change) to be achieved by the project.

Enter text here [max 500 characters]

Guidance:

The overall project objective has to be consistent with the selected programme specific objective and demonstrate a relevant contribution to the related programme results (see chapter 2 of the Interreg CENTRAL EUROPE Programme document (IP)). For the definition of the overall project objective please refer to chapter 1.3.2 of the programme manual.

C.2 Project relevance and context

C.2.1 What are the territorial challenge(s) that will be tackled by your project?

Please describe which specific challenges and needs are addressed by your project and why they are relevant for the overall programme area, (please refer to chapter 1 and 2 of the Interreg CENTRAL EUROPE Programme document).

Enter text here [recommended max 2000 characters]

C.2.2 How does the project tackle identified challenges and needs and what is new about the approach of your project?



Please describe the project approach chosen to address the challenges and needs described above. Please also explain how the approach goes beyond existing practice in the sector/programme area/participating countries demonstrating the innovativeness of the approach.

Enter text here [recommended max 3000 characters]

C.2.3 Why is transnational cooperation needed to achieve the project objectives and results?

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and describe what is the added value for the partnership and the project area in taking a transnational cooperation approach.

Enter text here [recommended max 2000 characters]

C.2.4 Who will benefit from your project outputs and results?

Please select the target groups from the drop-down list, which are relevant for your project. For each of them please provide a more detailed specification and explain how they will benefit from your project outputs and results. Please ensure consistency with the target groups defined in the work plan (section C4).

Target group	Specification
Select from drop-down	<i>Enter text [recommended max 500 characters]</i>
Select from drop-down	<i>Enter text [recommended max 500 characters]</i>
Select from drop-down	<i>Enter text [recommended max 500 characters]</i>

Guidance:

For types of target groups to be selected from the drop-down menu (with examples) please refer to annex 1 of the application form. Target groups selected here should also be consistent with those addressed in the communication objectives of the work packages.

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

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

Strategy	Contribution
EU Green Deal <input type="checkbox"/>	<i>Enter text [recommended max 500 characters]</i>
Territorial Agenda 2030 <input type="checkbox"/>	<i>Enter text [recommended max 500 characters]</i>
EU Strategy for the Danube <input type="checkbox"/>	<i>Enter text [recommended max 500 characters]</i>



Region (EUSDR)		
EU Strategy for the Adriatic and Ionian Region (EUSAIR)	<input type="checkbox"/>	<i>Enter text [recommended max 500 characters]</i>
EU Strategy for the Baltic Sea Region (EUSBSR)	<input type="checkbox"/>	<i>Enter text [recommended max 500 characters]</i>
EU Strategy for the Alpine Region (EUSALP)	<input type="checkbox"/>	<i>Enter text [recommended max 500 characters]</i>
Other	<input type="checkbox"/>	<i>Enter text [recommended max 500 characters]</i>

Guidance:

Please be specific in your explanation of contributions to the above strategies, e.g. by highlighting the relevance of concrete project activities and outputs to be achieved or expected results in view of a specific strategy.

C.2.6 How will your project make use of synergies with EU and other projects or initiatives?

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

Project or initiative (including funding instrument, if applicable)	Synergies foreseen
<i>Enter title [recommended max 300 characters]</i>	<i>Enter text [recommended max 500 characters]</i>
<i>Enter title [recommended max 300 characters]</i>	<i>Enter text [recommended max 500 characters]</i>

C.2.7 How does your project build on available knowledge?

Please describe the experiences/lessons learned that your project draws on, and other available knowledge your project capitalises on. If relevant, please specify the projects to be capitalised and which project partner(s) have been involved.

Enter text here [recommended max 2000 characters]



C.3 Project partnership

What is the rationale of the partnership composition and how are partners complementary to each other?

Please describe the structure of your partnership and why the involved partners are needed to implement the project and to achieve the project objectives.

Enter text here [recommended max 2000 characters]

Guidance:

Please note that information included for each partner in Part B of the application form should not be repeated here. Instead, the overall relevance and suitability of the partnership composition for achieving the project objectives should be described.



C.4 Project work plan

Guidance:

Before completing this section of the application form, it is strongly recommended to read carefully the following chapters of the programme manual:

- Chapter I.3.2 “The Project Intervention Logic in a Nutshell” which introduces the key principles of the project intervention logic and defines its key elements, such as project objectives, activities, outputs, deliverables, etc.
- Chapter II.2.1.2 “Project Work Plan (application form section C.4)” which explains the main features to be considered when setting up the project work plan.

Further guidance on how to build the project work plan is also provided in video tutorials available at programme [YouTube Channel](#).

It is recommended to limit the number of work packages to a maximum of 3. However, if needed and justified by the complexity of the project, up to maximum 5 work packages can be defined.

Please note that there are no separate work packages for project management and communication.

Communication objectives should be planned in close relation to thematic objectives and directly help to achieve these. Communication activities should be integrated in thematic work packages of the work plan as described in section II.2.1.2 of the programme manual. The overall approach to project communication has to be described in the section “C.7 Project management” of the application form.

Management activities shall not be described in the project work plan. However, the cost of management activities have to be foreseen and included in the project budget. The overall approach to project management has to be described in the section “C.7 Project management” of the application form.

C.4.1 Work package 1

Work package number

Automatically generated

Work package title

Enter the title here [max 100 characters]

Objectives

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

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

Project specific objective

Describe the project specific objective here [max 250 characters]



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

Communication objective(s) and
target audience

*Describe the communication objective here [max 500
characters]*

Investment(s)

Please list the investments above 25.000 EUR which are included in this work package.

Guidance:

Each investment with a planned budget above EUR 25.000 needs to be justified and described separately in this section, in the respective work package. More investments can be created under a same work package. Please note that investments have to be directly linked to a pilot action.

For the definition of investments and the related programme requirements please refer to chapter 1.3.3.3 of the programme manual.

Based on information inserted here, an overview list of the foreseen investments under each work package will be automatically generated by Jems.

Investment number (automatic)

Investment title

Enter text here [max 50 characters]

Delivery period

Select the period from drop-down

Justification

Please provide a description of the investment and explain to which pilot action it contributes and why it is needed.

Enter text here [max 2000 characters]

Please describe the transnational relevance of the investment. Please clarify how the pilot investment can be replicated and upscaled, and how the experience coming from it will be used for the benefit of the programme area.

Enter text here [max 2000 characters]



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

Enter text here [max 2000 characters]

Location of the investment

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

Country (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street

Enter text here [max 50 characters]

House number

Enter text here [max 20 characters]

Postal code

Enter text here [max 20 characters]

City

Enter text here [max 50 characters]

Environmental sustainability and risks associated to the investment

Please specify possible positive or negative environmental effects related to the investment. In case of environmental risks, please describe the mitigation and monitoring measures foreseen. For investments in infrastructure with an expected lifespan of at least five years, please describe the expected impacts of climate change and how their assessment and climate proofing will be ensured. Please describe other risks associated with the investment, go/no-go decisions, etc. (if any).

Enter text here [max 2000 characters]

Technical and legal requirements

Please indicate the technical and legal requirements associated to the investment. If applicable, inform on permissions (e.g. building permits) required for the investment according to the respective national legislation and if these are already available.

Enter text here [max 2000 characters]

Ownership

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

Enter text here [max 500 characters]



Who will retain ownership of the investment after the end of the project? Who will take care of the maintenance of the investment? How will this be done?

Enter text here [max 500 characters]

If this is an infrastructure investment, will it be exploited commercially and/or its use will not be publicly available for free?

Enter text here [max 500 characters]

Activities

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

Ac Nr.	Activity title	Activity description	Start period	End period	Deliverables
A 1.1	<i>Enter text [max 200 characters]</i>	<i>Enter text [max 1000 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) - see below</i>
A 1.2	<i>Enter text [max 200 characters]</i>	<i>Enter text [max 1000 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) - see below</i>
A 1.3	<i>Enter text [max 200 characters]</i>	<i>Enter text [max 1000 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) - see below</i>
A 1.4	<i>Enter text [max 200 characters]</i>	<i>Enter text [max 1000 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) - see below</i>



Guidance:

Activities are the “main implementation steps” necessary for achieving the project specific and communication objectives of a work package.

Thematic activities can either focus on “policy support”, be “implementation-oriented”, or combine both. Furthermore, capitalisation and capacity-building activities could be foreseen, if relevant for reaching the project objectives and outputs.

Projects also have to plan and closely link communication activities to thematic activities. Communication activities are mostly not to be considered as main implementation steps and therefore should be integrated mostly in the column “activity description” of related thematic activities. Further guidance on communication is provided in a video tutorial available at the programme [YouTube channel](#).

Project activities have to contribute to the development of project outputs or their subsequent roll-out or upscaling. Please note that smaller intermediate steps should be grouped into (larger) thematic activities.

It is recommended to limit the number of activities per work package, but it depends on the complexity of the work package, such as the number and type of outputs to be developed. Usually not more than **4 to 6 activities per work package** should be foreseen.

Deliverables

Please define at least one deliverable for each activity (recommended not more than 3 deliverables per activity).

Del Nr.	Deliverable title	Deliverable description	Delivery period
D 1.1.1	Enter text [max 100 characters]	Enter text [max 300 characters]	Select the period from drop-down

Guidance:

In order to document the implementation of activities, at least one deliverable per activity should be defined. A deliverable should thus present, in an aggregated form, the outcomes of intermediate (smaller) steps of a certain activity and has to be sufficiently comprehensive. Deliverables should not merely describe the progress of an activity but document its outcome. If activities are more complex or stretch over a longer period of time, more than one deliverable could be foreseen, preferably after the finalisation of important parts of such activity.

In order to keep the work plan manageable and to allow a certain flexibility, it is recommended **to limit the total number of deliverables per activity to 3**, also keeping in mind that reporting and monitoring of project implementation will be based on the deliverables foreseen in the application form.



Outputs

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

Output Nr.	Programme output indicator	Measurement unit	Output title	Output description	Output target value	Delivery period
Output 1.1	Choose from the drop-down list	Automatic	Enter text [max 200 characters]	Enter text [max 500 characters]	Enter the number	Drop-down
Output 1.2	Choose from the drop-down list	Automatic	Enter text [max 200 characters]	Enter text [max 500 characters]	Enter the number	Drop-down
Output 1.3	Choose from the drop-down list	Automatic	Enter text [max 200 characters]	Enter text [max 500 characters]	Enter the number	Drop-down

Guidance:

Outputs are products that are created by implementing project activities. One work package may foresee one or more outputs. In Interreg CENTRAL EUROPE, outputs are grouped into output types, as described in chapter 1.3.3 of the programme manual: cooperations, strategies and action plans; pilot actions and solutions. All outputs need to be consistent with and contribute to the achievement of one or more project specific objectives.

Outputs should be developed and implemented through transnational exchanges of experiences (e.g. in a co-design or co-creation process including peer reviews).

Outputs have to be captured by corresponding output indicators. It is recommended to carefully read chapter 1.3.4 “Output and Result Indicators” of the programme manual, which provides guidance on the programme indicator system. In addition, please note that detailed definitions of indicators and further information on the interlinkages between output and result indicators are presented in annex 6 of the programme manual.

Please note also that, in order to be counted under the output indicators for strategies, pilot actions and solutions, outputs have been developed and/or implemented jointly by involving organisations from at least 2 participating countries.

Last but not least, the output indicator “Organisations cooperating across borders” is mandatory for all projects. It quantifies the number of project partners and associated partners of the project. In addition, all projects under SO 2.5 and SO 3.1 must select the output indicator “Projects supporting cooperation across borders to develop urban-rural linkage”, which has to be quantified as “1”. In such case, these output indicators have to be included in the first work package.

C.4.2 Work package 2

Repeating of the whole section C.4.1

C.4.3 Work package 3

Repeating of the whole section C.4.1



C.5 Project results

Please select and quantify the relevant programme result indicators to which your project will contribute. For each selected result indicator, please briefly describe the contribution of the project and the relevant project results (change) you expect to achieve through the implementation of the foreseen activities and outputs as defined in the work plan. Please also specify the output(s) which are directly related to this result.

Result Nr.	Programme result indicator	Measurement unit	Result description	Result indicator baseline	Result indicator target value
Result 1	Choose from the drop-down list	Automatic	Enter text [max 1000 characters]	Enter the number	Enter the number
Result 2	Choose from the drop-down list	Automatic	Enter text [max 1000 characters]	Enter the number	Enter the number
Result 3	Choose from the drop-down list	Automatic	Enter text [max 1000 characters]	Enter the number	Enter the number

Guidance:

Projects have to describe their contribution to the chosen result indicators. To this end, it is important to refer to the types of programme results described in chapter I.2.2.2 of the programme manual. For the definition of result indicators please see annex 6 of the programme manual. Further guidance is provided in a video tutorial available [programme YouTube Channel](#) (available as of 26 November 2021).

Please note that the selected result indicators need to be consistent with the outputs and related output indicators defined for the work packages. Special attention should be given to the logical correspondence between output and result indicators. For these interlinkages, please refer to the overview chart on the programme indicator system, available in chapter I.3.4 of the programme manual.

For example, if a project plans to develop an output classified under “Strategies and action plans”, this should be captured by the related output indicator “Strategies and action plans jointly developed” and then linked to the result indicator “Joint strategies and action plans taken up by organisations”. Targets should then be quantified.



C.6 Time plan

Work packages and activities	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
WP 1: Title						
A 1.1 title		D1.1.1				
A 1.2 title			D1.2.1			
A 1.3 title						D1.3.1
A 1.4 title						D1.4.1
OI nn			O1.1			
OI nn						O1.2
WP 2: Title						
A 2.1 title			D2.1.1			
A 2.2 title			D2.2.1			
A 2.3 title					D2.3.1	
A 2.4 title						D2.4.1
OI nn						O2.1
WP 3: Title						
Etc.						

Guidance:

The time plan will be automatically generated in Jems on the basis of information provided in section “C.4 Project work plan” of the application form. Periods are pre-set to 6 months in the chart and correspond to the “financial reporting periods” (see chapter III.2.3.3).

Please include a realistic timing for your project activities, deliverables and outputs. The reporting and monitoring of project implementation will be based on the deliverables and outputs according to the delivery periods set in the application form. It is therefore recommended to use the time plan to review the logical work flow, consistency and timing of the defined activities, deliverables and outputs before the submission of your project proposal.



C.7 Project management and communication

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

Guidance:

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

Before completing this section, please read carefully chapter II.2.1.3 of the programme manual. Further guidance is provided in a video tutorial available at [programme YouTube Channel](#) (available as of 26 November 2021).

C.7.1 How will you coordinate and manage your project?

Please describe how the project management on the strategic and operational level will be carried out, including the set-up of management structures, responsibilities and procedures, as well as risk management. Please also explain how the internal communication within the partnership will be organised.

Enter text here [recommended max 2000 characters]

C.7.2 Which measures will you take to ensure quality in your project?

Describe the planned approach and processes for quality management, i.e. how the quality of deliverables and outputs will be monitored and ensured, and indicate the responsible partner(s). If you plan to conduct any type of project evaluation, please describe its purpose and scope.

Enter text here [recommended max 2000 characters]

C.7.3 What will be the general approach you will follow to communicate about your project?

Please describe how your project's communication objectives, as outlined in the work plan, will help with achieving your project's main result(s). Why is communication important? Which common tactics, channels and tools will help the partnership to reach out to and involve its target audiences? How will the project communication coordinator ensure that all project partners are involved and contribute to communication?

Enter text here [recommended max 2000 characters]

C.7.4 How do you foresee the reporting procedures for activities and budget (within the partnership)?

Please describe the reporting processes at the level of partners towards the lead partner.

Enter text here [recommended max 2000 characters]

C.7.5 Cooperation criteria

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

.



Cooperation criteria	Description
Joint development <input type="checkbox"/>	<i>Enter text here [recommended max 500 characters]</i>
Joint implementation <input type="checkbox"/>	<i>Enter text here [recommended max 500 characters]</i>
Joint staffing <input type="checkbox"/>	<i>Enter text here [recommended max 500 characters]</i>
Joint financing <input type="checkbox"/>	<i>Enter text here [recommended max 500 characters]</i>

Guidance:

Cooperation should be at the heart of your project in every stage of its implementation. In order to be eligible, projects must therefore select and describe their **contribution to at least three out of the four cooperation criteria, as indicated below:**

- *Joint development (compulsory) - i.e. partners have to be involved integrating their ideas, priorities and actions in the project development process.*
- *Joint implementation (compulsory) - i.e. project activities must be carried out by the partners in a cooperative way ensuring clear content-based links and be coordinated by the lead partner.*
- *Joint staffing - i.e. the project should not duplicate functions within the partnership. In particular, project management functions should be carried out at project level.*
- *Joint financing (compulsory)- i.e. the joint project budget shall be organised according to the activities carried out by each project partner. The lead partner is responsible for the administration and reporting towards the programme bodies as well as the distribution of the funds to the partners.*



C.7.6 Horizontal principles

Please indicate how your project contributes to horizontal principles and provide a short explanation. With regard to environment protection, please also include an explanation how the ‘environmental sustainability by design’ approach has been integrated and provide a brief assessment of possible environmental effects of your project.

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

Guidance:

Before completing this section, please read carefully chapters I.4.4.4 and I.4.4.5 of the programme manual.

In this section, you have to clearly describe how your project proposal complies with horizontal principles set in the regulations and described in the programme manual. This means that horizontal principles should, to the possible extent, be integrated in your project activities, outputs and results thus ensuring their respect.

Projects should follow an “environmental sustainability by design” approach. This means that environmental or broader sustainability considerations including human health effects shall no longer be treated as “after-thoughts” but be integrated from the beginning into all activities. Projects should ideally contribute to the regeneration of the environment and ecosystem functions and services, foster climate neutrality and support the sustainable management and enhancement of cultural landscapes.

To this end, please specify which possible effects (positive, neutral or negative) your project will likely have on the environment, by considering among others the following aspects: water, soil, air and climate, population and human health, fauna, flora and biodiversity, cultural heritage and landscape. This is particularly relevant in case of pilot investments.

Furthermore, projects are strongly encouraged to respect environmental concerns in their management approach and to contribute to reducing their environmental and carbon footprint, for example by:

- *Giving preference to environmentally-friendly mobility options (in particular for short travel distances)*
- *Considering online meetings instead of face-to-face meetings where possible*
- *Organising conferences and events in a sustainable way (e.g. by combining different meetings in one place, reducing printing and using recyclable materials, using video conference facilities, etc.)*
- *Including environmental criteria in procurement procedures*
- *Considering resource efficiency and the use of renewable energy at all levels*
- *Making use of regional supply chains (reducing supply chain length and CO2 emissions)*

For further information on the main environmental protection objectives and their interlinkages with the programme strategy, please refer also to the programme strategic environmental assessment (SEA) available at the [programme website](#).



C.8 Long-term effects and durability

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

C.8.1 Ownership/durability

Please describe who will ensure the financial and institutional support including maintenance for outputs and, if applicable, for most important deliverables developed by your project.

Enter text here [recommended max 2000 characters]

Guidance:

The durability and sustainability of project outputs and results, as well as their ownership are important success factors of a project. Please describe the sustainability provisions you have foreseen beyond the project end by referring to the specific outputs and results.

The programme distinguishes between three dimensions of sustainability that projects need to take into account for the durability of outputs and results:

- *Financial sustainability: i.e. the financing of follow-up activities and investments, leverage of funds, resources for covering future operating and maintenance costs, etc.;*
- *Institutional sustainability: i.e. the "ownership" of project outputs and results that ensures that these will stay in place after the project end;*
- *Political sustainability: i.e. the structural impact of project outputs and results, such as improved policies, legislation, plans, codes of conduct, methods, etc.*

C.8.2 Lasting effects

Outputs and deliverables should be made available and used by relevant target groups (project partners or other stakeholders) after the project's lifetime, in order to have a lasting effect on the territory. Please describe how the outputs and deliverables will stay available and will be taken up or upscaled by the project partners.

Enter text here [recommended max 2000 characters]



Guidance:

In order to achieve lasting effects, it is essential that needs and the institutional contexts of key stakeholders are considered in the project design and that stakeholders are actively involved in the project implementation.

Please describe how you will ensure that project outputs will be used, upscaled or deployed after the project end. Please specifically refer to and be consistent with the planned project results, i.e. the direct effects of the project through the use of its outputs and their long-term perspective.

C.8.3 Transferability

Please describe how outputs and deliverables could be adapted or further developed to be used by additional target groups or rolled out in other territories beyond the partnership. How will communication activities ensure that relevant groups are aware of the available outputs and deliverables to be used?

Enter text here [recommended max 2000 characters]

Guidance:

Transferability means the degree to which project outputs and results can be tailored to facilitate their take-up by new target groups or rolled out in other territories beyond the partnership. Outputs and results as well as related knowledge that will be created in the project should be easily applicable, transferable and usable in other organisations, regions, and countries outside the partnership.

Communication plays a crucial role to support such transfer to a wider audience and to foster the roll-out and mainstreaming of the achieved results. Communication objectives and activities highlighted here shall be consistent with what is planned in the work packages.



PART D - Project budget

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

Partner	Country	ERDF	ERDF % rate	Public contribution	Auto Public contribution	Private contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
TOTAL	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in

D.2 Project budget - overview per partner/per cost category

Partner	Country	Staff costs	Office and admin. costs	Travel and accomm. costs	External expertise and services costs	Equipment costs	Infrastr. and works	Other costs	Lump sum	Total eligible budget
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
TOTAL	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in



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

Partner	Country	Preparation Costs (Period 0)	Period 1	Period 2	Period 3	Period ...	Total eligible budget
Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatically filled in
Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatically filled in
Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatically filled in
TOTAL	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatical ly filled in	Automatically filled in

Guidance:

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



PART E - Project lump sums

Programme lump sum	Period	Split up	LP	PP2	PP...	Sum	Gap	Description
Drop-down	Drop-down	Automatically filled in	Enter here	Enter here	Enter here	Automatically filled in	Automatically filled in	Automatically filled in

Guidance:

Costs for preparation and contracting of an approved project can be compensated through a lump sum worth EUR 17.500.

If the partnership wants the lump sum to be reimbursed, the above table needs to be filled in. The first two fields have to be selected from the drop-down menu. The amount of EUR 17.500 can be either inserted for only one partner or it can be split up among more partners. The field "Gap" shows how much needs to be allocated still in order to reach the EUR 17.500 threshold. For more detailed information about the lump sum for preparation and contracting costs see chapter III.1.4 of the programme manual.



ANNEX 1 - Classification of type of partners and target groups

Nr	Main categories	Examples	Measurement unit
1	Local public authority	municipality, etc.	[number of organisations]
2	Regional public authority	regional council, etc.	[number of organisations]
3	National public authority	ministry, etc.	[number of organisations]
4	Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.	[number of organisations]
5	Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.	[number of organisations]
6	Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.	[number of organisations]
7	Higher education and research organisations	university faculty, college, research institution, RTD facility, research cluster, etc.	[number of organisations]
8	Education/training centre and school	primary, secondary, pre-school, vocational training, etc.	[number of organisations]
9	Enterprise, except SME		[number of enterprises]
10	SME	micro, small, medium	[number of SME]
11	Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.	[number of organisations]
12	EGTC		[number of organisations]
13	International organisation, EEIG	under national law, under international law	[number of organisations]
14	General public ¹		[number of people]
15	Hospitals and medical centres		[number of organisations]
16	Other		

¹ Relevant only for target groups.