



# Guidance for EoI and AF

## Two-step call for proposals

This guidance provides support to applicants in the development of their application documents in the eMS (e-monitoring system). It refers to two-step calls for proposals and provides information on how to fill in the EoI (expression of interest) in step one and the AF (application form) in step two.

Information entered in the EoI in step one will be automatically carried over to the AF in step two, and does not have to be entered again.

The text boxes below are marked with the following colour code:

- Violet:** pre-set information (titles of boxes, guidance information, data entered automatically, etc.)
- White:** information that has to be entered in step one (EoI)
- Red:** information that has to be entered in step two (AF)

All text boxes of the EoI in step one and of the AF in step two have to be completed with the requested information. Not filling in these boxes may result in the rejection of your project, therefore please check carefully the eligibility criteria fixed in Factsheet 2.3 “Project selection: procedure and criteria”.

In step one, any information included in boxes relevant for step two (red-marked text boxes / sections with red colour font) will not be considered for the purpose of assessing the EoI.

**Point of attention:** Please follow the number of characters indicated in this guidance. Exceeding characters won't be taken into account during the evaluation.

When writing text for your EoI or AF, it is recommended to use a plain text without any formatting. Text formatting reduces the number of characters allowed by the eMS. Furthermore, copy-pasting from an outside source into the eMS (e.g. Word document and other word processors) may result in additional characters.



## PART A – PROJECT OVERVIEW

### A.1 Project identification

Please start with this section and identify the programme priority and the specific objective which are relevant for your project.

<b>Programme priority</b>	Please select from the pre-defined drop-down list one of the priorities (1 to 4: innovative, low carbon, liveable and well governed Alpine Space).	
<b>Programme priority specific objective</b>	Select from pre-defined drop-down list (will be automatically inserted in section C.2.1).	
<b>Project acronym</b>	The acronym of the project should be short, meaningful and <u>not</u> in conflict with an existing brand or project. [maximum 15 characters]	
<b>Project title</b>	Please insert the name of the project, which describes it the best. Please keep it short and appealing. [maximum 250 characters]	
<b>Project number</b>	Automatically generated by the eMS	
<b>Name of the lead partner organisation</b> Automatically filled in from part B.		
<b>Name of the lead partner organisation in English</b> Automatically filled in from part B.		
<b>Project duration</b> Automatically calculated (maximum 33,5 months for Call 4)	<b>Start date</b> DD.MM.YYYY	The start date of your project is defined by the programme. For call 4 projects, please select the <b>18 September 2019</b> . The exact date will be communicated in step two.
	<b>End date</b> DD.MM.YYYY	The end date of your project can not be later than 30 June 2022.

### A.2 Project summary

Please give a short overview of the project (in the style of a press release) and describe:

- the common challenge you are jointly tackling and why there is a need for the project;
- the main objective of the project and the expected change the project will make to the current situation;
- the approach you plan to take to tackle the identified challenges;



- the added value of the transnational approach: why must the challenge be tackled at transnational level?
- what makes the project innovative;
- the main outputs you will produce and who will benefit from them, also after the end of the project.

Please write a summary of the project in English and answer **all** the different aspects mentioned above. This summary delivers the first presentation/impression of the project. In case the project is approved, this summary will also be used by the programme for communication purposes, therefore make sure the text will be understandable by a non-expert public and will be both informative and appealing. Please also indicate the planned total project budget (for Step 1/ EoI only). It is recommended to write or adapt the project summary once all EoI/AF sections are filled in. [maximum 2000 characters]

### A.3 Project budget summary

Overview table on project budget as defined in the partner budget (automatically filled in from section D)									
Partner			Programme co-financing			Contribution			Total budget
Partner	Abbr.	Country	ERDF	ERDF co-financing (%)	% of total ERDF	Public	Private	Total	
Automat. inserted	Automat. inserted	Automat. inserted	Automat. inserted	Automat. inserted	Automat. inserted	Automat. inserted	Automat. inserted	Automat. inserted	Automat. inserted
Total			Automat. calculated	Automat. calculated	Automat. calculated	Automat. calculated	Automat. calculated	Automat. calculated	Automat. calculated

### A.4 Project outputs

Overview table on project outputs as defined in the work plan (automatically filled from section C.5)					
Programme output indicators	Project output indicator targets	Measurement unit	Project output quantification target	Project output indicator number	Project output title
Programme output indicator (automatically inserted for the selected programme specific objective)	Automatically calculated from the provided quantification	Automatically inserted from WP	Automatically inserted from WP	Automatically inserted from WP	Automatically inserted from WP
		Automatically inserted from WP	Automatically inserted from WP	Automatically inserted from WP	Automatically inserted from WP
		Automatically inserted from WP	Automatically inserted from WP	Automatically inserted from WP	Automatically inserted from WP



## PART B – PROJECT PARTNERS AND OBSERVERS

To prepare this section, please refer specifically to Factsheet 1.2 “Who can participate”.

### B.1 Project partners

<b>Partner number</b>	The partner number will be automatically assigned. Make sure that the numbering of partners follows this order: 1) Lead partner (LP) 2) ERDF-LP, only if the LP is from a non-Member State (CH or LI) 3) EU partners 4) Non EU partners
<b>Partner role in the project</b>	Please choose either “lead partner” or “project partner” from the drop-down list.
<b>Official name of the organisation in original language</b>	[255 characters]
<b>Name of the organisation in English</b>	Use the official translation if it exists. [255 characters]
<b>Abbreviation of organisation</b>	Please provide an abbreviation for the organisation, if available use the English one. Please use the same abbreviation if applying in different projects.
<b>Department/unit/division in English</b>	Use the official translation if it exists. [255 characters]

### Address

<b>NUTS code<sup>1</sup></b>	NUTS0: Choose the right country
	NUTS2: Number and name of the region where the department/unit/division is located (drop-down list). If NUTS2 is not indicated (as outside the programme area), please tick “From all regions”.
	NUTS3: Number and name of the region where the

<sup>1</sup> For non-EU MS a classification system comparable to the *Nomenclature des unités territoriales statistiques* is used.



	department/unit/division is located (drop-down list).
<b>Main address</b>	Please provide the address of the department in charge of the activities or where most of the activities will be implemented in case of multiple locations.
	Street
	House number
	Postcode
	City
	Homepage

### Legal and financial information

<b>Type of partner</b>	Drop-down pre-defined list (see Annex 1 – “Type of partner and target group classification”).	
<b>Legal status</b>	Public (or public equivalent)/private	
<b>Co-financing source</b>	Select: - ERDF for EU partners - Non-ERDF for CH and LI partners	
<b>Co-financing rate</b>	The maximum co-financing rate is 85%. It is automatically inserted once you selected the co-financing source.	
<b>VAT number</b>	If available	
<b>Is your organisation is entitled to recover VAT based on national legislation for the activities implemented in the project?</b>	No/yes/partly (drop-down list)	If partly explain how. [255 characters]
<b>In case no VAT number available: Other national identifying number</b>	Only if no VAT number is available for the organisation. Please untick the VAT box, insert the identifying number and specify its type: - for Austria: choose among the “Vereinsregisternummer”, the “Firmenbuchnummer”, the “Unternehmensregister” or you could ask for registration in the “Ergänzungsregister”	



	<ul style="list-style-type: none"> <li>- for France: SIRET</li> <li>- for Germany: Steuernummer</li> <li>- for Italy: Codice fiscale</li> <li>- for Liechtenstein: Unternehmens-Identifikationsnummer (UID) or in second choice Mehrwertsteuernummer</li> <li>- for Slovenia: davčna številka</li> <li>- for Switzerland: le numéro d'identification des entreprises (IDE) / Unternehmens-Identifikationsnummer (UID) / Numero d'identificazione delle imprese (IDI)</li> </ul>
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### Legal representative and contact person

<b>Legal representative</b>	Title
	First Name
	Last Name
	E-mail address
	Telephone (format: 0049 (0) 123456789)
<b>Contact person</b>	Title
	First Name
	Last Name
	E-mail address
	Telephone (format: 0049 (0) 123456789)
<b>Experience of partner</b> Which are the partner's thematic competences and experiences relevant for the project? What are the institutional role and policy addressing capacity of the partners?	<p>Please indicate with which thematic/institutional/policy related competences and experiences the partner organisation can contribute to the project.</p> <p>Please check Factsheet 0 "Quality requirements and contents".</p> <p>[maximum 1000 characters]</p>
<b>Role in the project</b> What is the partner's role and responsibility in the project?	<p>Please outline briefly the role of the partner in the project (WP, activities).</p> <p>Is the organisation performing any economic activity within the project</p>



	<p>or as a result of it? This information is only required for project partners implementing activities such as provision of services – this information will be used to assess potential state aid relevance.</p> <p>[maximum 255 characters]</p>
<p><b>Other international projects</b> If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.</p>	<p>Please mention here the most recent and relevant experiences, especially in Interreg projects.</p> <p>[maximum 255 characters]</p>

## B.2 Observers

Should you already have started entering information on observers during step 1, please double-check that all required boxes are filled in.

<b>Observer number</b>	The observer number will automatically be assigned.
<b>Official name of the observer organisation in original language</b>	[255 characters]
<b>Name of the organisation in English</b>	Use the official translation if it exists. [255 characters]
<b>Associated to partner</b>	Drop-down list of all project partners. Several observers can be associated to one partner. The travel and accommodation costs of the observers can be covered by the concerned partners. However, please consider that the partner's budget (budget line: External expertise and services) should remain reasonable and reflect the cost/benefit ratio.

## Address

<b>NUTS code<sup>2</sup></b>	<p>NUTS0: Choose the right country</p> <p>Tick "From all regions", if the observer is from another country than the</p>
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<sup>2</sup> For non-EU MS a classification system comparable to the *Nomenclature des unités territoriales statistiques* is used.



	ones of the Programme.
	NUTS2: Number and name of the region where the department/unit/division is located (drop-down list). If NUTS2 is not indicated (as outside the programme area), please tick "From all regions".
	NUTS3: Number and name of the region where the department/unit/division is located (drop-down list).
<b>Main address</b>	Please provide the address of the department in charge of the activities or where most of the activities will be implemented in case of multiple locations.
	Street
	House number
	Postcode
	City

### Legal representative and contact person

<b>Legal representative</b>	Title
	First Name
	Last Name
	E-mail address
	Telephone (format: 0049 (0) 123456789)
<b>Contact person</b>	Title
	First Name
	Last Name
	E-mail address
	Telephone (format: 0049 (0) 123456789)
<b>Interest in the project</b>	<p>Please describe why the observer institution is interested in the project.</p> <p>[maximum 255 characters]</p>





<p><b>Role in the project</b></p> <p>What is the benefit for the organisation from participating in the project?</p>	<p>Please describe the institution's role as observer in the project. [maximum 255 characters]</p>
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**PART C – PROJECT DESCRIPTION**

**C.1 Project relevance**

<p><b>C.1.1 What are the common territorial challenges and/or joint assets that will be tackled by the project?</b></p>
<p>Please describe the need for and relevance of the project for the programme area in terms of common challenges and/or opportunities addressed. Be precise and focus on the specific issues tackled by your project. [maximum 1000 characters]</p>
<p><b>C.1.2 What is the project's approach and why is transnational cooperation needed to address these common challenges and/or joint assets? What is innovative about the project's approach? How is this reflected in the project activities?</b></p>
<p>Please explain how the project will tackle the challenges and/or opportunities. Explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level. Describe what benefits the project partners/target groups/programme area gain in taking a transnational approach. Transnational cooperation should exceed the mere exchange of experiences and should enable joint development of solutions and implementation. Please describe innovative solutions that will be developed during the project and/or existing solutions that will be adapted and implemented during the project lifetime. In what way does the approach go beyond existing practices in the sector/programme area/participating countries? Please sketch out the main activities which shall lead to your project result. [maximum 1000 characters]</p>

**C.2 Project focus**

**C.2.1 Project objectives, expected result(s) and outputs**

To complete the information required in this section please check carefully the programme intervention logic and the programme indicators. In the AF, pay attention that coherence and consistency are established with



section C.5 “Work plan”.

**Programme priority specific objective** (automatically indicated as selected in part A – “Project Overview”).

**Programme result indicator** the project will contribute to (field automatically filled in after the specific objective is selected).



Project overall objective	Project result(s)
<p><b>What is the overall objective of the project? How does it contribute to the programme’s objective?</b></p>	<p><b>What is/are the project’s result(s) and how do they contribute to the programme result indicator?</b></p>
<p>Make sure to provide a clear, concise description of the project overall objective. The project’s overall objective should be feasible and realistic within the project’s lifetime.</p> <p>Explain its contribution to the specific objective of the relevant programme priority.</p> <p>[maximum 750 characters]</p>	<p>Make sure that you indicate the result(s) the project will achieve. Project results refer to the direct change the project intends to achieve in the programme area. Explain the contribution of project’s results to the programme result indicator.</p> <p>N.B.: please make sure to indicate result(s) and not outputs. For further reference on this, please check Factsheet 0 “Quality requirements and contents”.</p> <p>[maximum 750 characters]</p>



Project specific objectives	
<p><b>Which are the specific objectives the project will be working towards?</b></p>	
<p>Maximum of 3 project specific objectives.</p> <p>A project specific objective is a “sub-objective” that contributes to the achievement of the overall project objective.</p> <p>Please consult Factsheet 0 “Quality requirements and contents – part on the intervention logic”.</p>	
Title of specific objective	Please provide a short explanation on the link of the specific objective with the project outputs.
<p>1. Title in one sentence.</p>	<p>The specific objectives should further precise the overall objective. They should be concrete, realistic and achievable within the project duration. They are closely linked to the project outputs, as the purpose of the outputs is to help in</p>



	achieving the objectives. Please describe the link. [maximum 500 characters]
2. Title in one sentence.	[maximum 500 characters]
3. Title in one sentence.	[maximum 500 characters]

### C.2.2 Project outputs

<b>What will be the outputs the project will produce?</b>
Please list the key project outputs and describe them shortly. [maximum 1000 characters]

### C.2.3 Target groups

<b>Which are the direct target groups of the project?</b>
Please state here which target groups will be using the project outputs and how they will benefit from the project outputs. [maximum 1000 characters]

### Target groups (under the tab “work plan”)

Target groups (automatically inserted from work plan)	Please further specify the target groups	Target value
Target group type 1	Provide further information on your direct target groups. E.g. if the target group type selected is a “sectoral agency”, then specify the type: environmental, energy/local or regional etc. [maximum 255 characters]	Please indicate the size of the target group the project will address in terms of number of organisations reached. Please refer to annex 1 for the measurement unit.
Target group type 2	[maximum 255 characters]	
Target group type n	[maximum 255 characters]	



## C.3 Project context

### C.3.1 Project context

How does the project contribute to the wider strategies and policies?
<p>Please shortly describe the position of the project in the relevant phase of the policy cycle (see also Factsheet 0 “Quality requirements and contents – part on the policy cycle”).</p> <p>Please specify how the project will contribute to EUSALP and other relevant European, national and regional strategies and policies. Do not only list strategies but focus on how concretely the project will contribute to them.</p> <p>[maximum 1000 characters]</p>

### C.3.2 Macro-regional strategy contribution

Indicate how the project contributes to the EU Strategy for the Alpine Region (EUSALP)
<p>Please indicate which of the nine actions of the EUSALP the project will contribute. Specify in which way a contribution will be provided by the project.</p> <p>[maximum 500 characters]</p>

### C.3.3 Synergies

What are the synergies with past or current EU and other projects or initiatives the project makes use of?
<p>Please describe the experiences/lessons learned that the project draws on from past or current projects: e.g. the takeover of previous projects’ outputs to further develop them, and the complementary of this project proposal with other relevant projects.</p> <p>[maximum 1000 characters]</p>

### C.3.4 Knowledge

How does the project build on available knowledge?
<p>Please describe the added value of the project compared to the status quo in the field tackled by your proposal.</p> <p>[maximum 1000 characters]</p>

## C.4 Horizontal principles

Please consult section 8 of the cooperation programme to check in how far your project can contribute to one or several of the following horizontal principles.



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

Horizontal principles	Type of contribution	Description of the contribution
Sustainable development	Drop-down list: neutral, positive effects, negative effects	Please consider for all the principles if realistically your project's activities will create a change. If the principle is acknowledged but not a main focus of the project work, please select neutral. [maximum 255 characters]
Equal opportunities and non-discrimination	Drop-down list: neutral, positive effects, negative effects	[maximum 255 characters]
Equality between men and women	Drop-down list: neutral, positive effects, negative effects	[maximum 255 characters]

### C.5 Work plan per work packages (whole section for step 2 only)

This section describes the **activities** that are planned for the successful implementation of the project. There are three obligatory work packages (WP) that have to be filled in:

- project preparation,
- management
- and communication.

In these work packages the activities referring to project preparation, management and communication have to be listed. Additionally, the project has to plan implementation related work packages (up to five), where all thematic/content activities should be described.

Where activities per work package result in the delivery of **deliverables** and/or outputs<sup>3</sup>, a clear description and a reasonable quantification has to be provided. Please note that the number of deliverables should remain limited to the most significant ones.

Please find below a few examples of possible deliverables:

- WP management: steering committee meetings, project handbook, internal evaluation report, etc. (deliverables such as minutes of meetings and project reports should not be listed)

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<sup>3</sup> For the definition of deliverables and outputs, please refer to the Factsheet 0 "Quality requirements and contents"



- WP communication: project final conference, project publications (e.g. project brochures, flyers, leaflets, publication on final results), press conference, etc. Promotional material, articles which have been published in paper or eMedia (which were not produced by the project) are not considered as project’s deliverables.
- WP implementation: thematic reports, studies/analyses, thematic workshops, other tools supporting the preparation of the project output(s).

There are no deliverables/outputs to be planned for WP preparation.

**Outputs** are a key element of the project but it is not expected for every work package to have outputs. Please make sure that the outputs contribute clearly to the selected programme output indicators and that the table is coherent as described in the intervention logic in Factsheet 0 “Quality requirements and contents”. For a definition of the programme indicators, please refer to page 6 of the cooperation programme of Alpine Space<sup>4</sup>. Pay particular attention to the date of delivery of outputs: it has to be consistent with the project activities and should allow sufficient time for an active dissemination of the outputs (also take into account that the last 2-3 months of the project, focus should be on the administrative closure).

**Work packages**

- **Preparation**

WP Nr	Project preparation	WP start date	WP end date	WP budget
P	Project preparation	MM.YYYY not before 01/2014	MM.YYYY until project start date <sup>5</sup> )	Automatically filled in from the budget section
<b>Partners’ involvement</b>				
<b>Partners involvement selection</b>		<b>Please tick the partners involved in this WP.</b>		
<b>Summary description of activities carried out and contribution of each partner.</b>				
Please copy/paste this text: - Preparation and submission of the application form and partnership agreement.  [maximum 1000 characters]				

<sup>4</sup> This is available on the programme website: [http://www.alpine-space.eu/about/programme-documents/asp\\_cooperation\\_programme\\_final.pdf](http://www.alpine-space.eu/about/programme-documents/asp_cooperation_programme_final.pdf)

<sup>5</sup> For call 4 projects: mid-September 2019. Specific date will be communicated by the programme in step 2.



• **Management**

WP Nr	WP title	WP start date	WP end date	WP budget
M	Project management	Automatically inserted from project's start date	Automatically inserted from project's end date	Automatically filled in from the budget section
<b>Partners' involvement</b>				
<b>WP responsible partner</b>		Lead partner – automatically inserted from Part B - Partners		
<b>Partners involvement selection</b>		Please tick the partners involved in this WP		
<b>Provide an overview how the project management will be organised: general structure and procedures, share of responsibilities, if project management will be externalised.</b>				
<p>Describe how the management on the strategic and operational level will be carried out in the project, specifically:</p> <ul style="list-style-type: none"> <li>- structure, responsibilities and procedures for the day-to-day management and coordination</li> <li>- internal communication: communication within the partnership</li> <li>- reporting and evaluation procedures</li> <li>- risk and quality management</li> <li>- indicate whether the management is foreseen to be externalised</li> </ul> <p>[maximum 500 characters]</p>				
<b>Please describe activities and deliverables within the work package.</b>				
<b>Activity M.1</b>	<b>Activity title</b> [maximum 120 characters] Please list the different kind of activities of the work package. Be aware that max. 5 activities can be listed per work package. Typical activities for this work package are for instance: <ul style="list-style-type: none"> <li>- Internal communication within the partnership</li> <li>- Project controlling (which can be also divided in different activities)</li> <li>- Coordination of the partnership</li> <li>- Project administrative closure (to ensure the timely closure of the project, it is recommended that this activity lasts 2-3 months before the project end date and that content related activities do not overlap with the administrative project closure).</li> </ul>		<b>Start date (MM.YYYY)</b> <i>e.g. same as project start date</i>	<b>End date (MM.YYYY)</b> <i>e.g. same as project end date</i>
	<b>Activity description</b> [maximum 500 characters]			
<b>M 1.1</b>	<b>Deliverable title</b> Deliverables can be planned for the corresponding activity whenever relevant. Please	<b>Deliverable description</b> [maximum 255 characters]	<b>Target value (number)</b>	



	keep it limited to the most important ones. It is not mandatory to have a deliverable per activity. The deliverable planned will have to be reported in the project reports. [maximum 120 characters]		
<b>Activity M. N+</b>	<b>Activity title</b> [maximum 120 characters]	<b>Start date (MM.YYYY)</b>	<b>End date (MM.YYYY)</b>
	<b>Activity description</b> [maximum 500 characters]		
<b>M.N+.1</b>	<b>Deliverable title</b> [maximum 120 characters]	<b>Deliverable description</b> [maximum 255 characters]	<b>Target value (number)</b>

• **Implementation**

WP Nr	WP title	WP start date	WP end date	WP budget
T1 - 5	WP implementation	Automatically inserted from activities	Automatically inserted from activities	Automatically filled in from part D or E
<b>Partners' involvement</b>				
<b>WP responsible partner</b>		Drop-down list		
<b>Partners involvement selection</b>		Please tick the partners involved in this WP.		
<b>Objective of the work package and link with the other work packages</b>				
Please describe the objectives of the work package and if relevant the corresponding output. Please describe the interface of this work package with the other work packages. [maximum 500 characters]				
Please describe the project outputs that will be delivered based on the activities carried out in this work package. For each project output, a programme output indicator should be chosen. Please note that they need to have the same measurement unit.				
<b>Project output</b>	<b>Describe your project output and its contribution to project specific objectives</b>	<b>Choose a programme output indicator to which the project output will contribute</b>	<b>Quantify your contribution</b>	<b>Delivery date</b>
<b>Output T.1 (automatic numbering)</b>	<b>Output 1</b> The output is the outcome of the activities co-financed, which is crucial	<b>Drop-down list</b>	<b>Number</b>	<b>MM.YYYY</b>





		<p>for the fulfilment of project objectives. It is resulting from a work package and usually not from a single activity.</p> <p>It is <b>not</b> mandatory to have an output in each WP. There should not be more than 3 outputs per WP. Please only mention the output in this section and do not list them again as deliverables.</p> <p>[maximum 255 characters]</p>			
<b>Output T.N+ (automatic numbering)</b>	<b>Output 2</b>		<b>Drop-down list</b>	<b>Number</b>	<b>MM.YYYY</b>
<b>Target group involvement</b>					
<b>Who will use the outputs delivered in this work package?</b>		<b>Drop-down list of pre-defined target groups in annex 1 (multiple selection possible)</b>			
<b>How will you involve the target groups (and other stakeholders) in the development of the project outputs?</b>		Please remember to countercheck the coherence with the sections target groups in C.2.3. [maximum 500 characters]			
<b>Durability and transferability of outputs delivered in this work package</b>					
<b>How will the project outputs be further used once the project has been finalised?</b> Please describe concrete measures (including e.g. institutional structures, financial sources etc.) taken during and/or after project implementation to ensure the durability of the project outputs. If relevant, please explain which project partner will be responsible and/or the owner of the output.		Please list here concrete measures and if relevant towards which precise target group. [500 characters] Please make sure to base your approach on the communication strategy outlined in the communication WP.			
<b>How will the project ensure that the project outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership?</b> Please describe to what extent it will be possible to transfer the outputs to other organisations/regions/countries outside of the current partnership.		Please explain here shortly how the output can be transferred and re-used. [500 characters] Please make sure to base your approach on the communication strategy outlined in the communication WP.			
<b>Please describe activities and deliverables within the work package.</b>					



<b>Activity T.1</b>	<b>Activity title</b> [maximum 120 characters] The number of activities per implementation work package is limited to 5.		<b>Start date (MM.YYYY)</b>	<b>End date (MM.YYYY)</b>
	<b>Activity description</b> [maximum 500 characters] Outline your activities and mention the partners involved.			
<b>D 3.1.1</b>	<b>Deliverable title</b> Deliverables are <b>tangible</b> products (and major project events) delivered by the project; they are intermediate steps that lead to the output. List only the most important deliverables. It is not the quantity of deliverables, but quality, effectiveness and their usability by the target groups that counts. [maximum 120 characters]	<b>Deliverable description</b> [maximum 255 characters]	<b>Target value</b>	
<b>Activity T.N+</b>	<b>Activity title</b> [maximum 120 characters]		<b>Start date (MM.YYYY)</b>	<b>End date (MM.YYYY)</b>
	<b>Activity description</b> [maximum 500 characters]			
<b>D T.N+.N+</b>	<b>Deliverable title</b> [maximum 120 characters]	<b>Deliverable description</b> [maximum 255 characters]	<b>Target value</b>	

• **Communication**

WP Nr	WP title	WP start date	WP end date	WP budget
C	Communication activities	Automatically inserted from activities	Automatically inserted from activities	Automatically filled in from the budget section
<b>Partners' involvement</b>				
<b>WP responsible partner</b>		Drop-down list		
<b>Partners Involvement Selection</b>		Please tick the partners involved in this WP.		
Please indicate main objectives of the work package, as well as its linkage to the other work packages and provide a short description of the main activities. Be aware that max. 5 activities can be listed per work package.				



Please describe your overall communication strategy. Please describe how communication activities will support you in reaching your project objectives and achieving your planned results.

Make sure that the communication activities included in the other work packages are shortly mentioned or referred to in this overview (e.g. target group involvement and transferability measures).

Make sure that you include the mandatory communication activities listed in the subsidy contract (e.g. project final event, poster, etc.).

More information can be found in Factsheet 4.4 "Project Communication".

[maximum 1000 characters]

Project specific objectives	Communication objectives What can communications do to reach a specific project objective?	Approach/Tactics What type of activities do you plan to reach your target groups? How do you plan to reach the communication objective?
Specific objective 1 (Pre-filled from C.2.1)	Possibility to fill in 1 to 2 communication objectives per project specific objective Choose among the four communication objectives (drop-down list): <ul style="list-style-type: none"> <li>- <b>Raise awareness</b> (if target group knows nothing about the topic)</li> <li>- <b>Increase knowledge</b> (if target group knows little about the topic)</li> <li>- <b>Influence attitude</b> (if target group knows about but has a different opinion about the topic)</li> <li>- <b>Change behaviour</b> (if target group needs encouragement to use your output)</li> </ul>	[maximum 500 characters]  Describe here the way you want to reach your target groups. Make sure you also refer to the transfer of the project outputs in this description.
Specific objective N+ (Pre-filled from C.2.1)	Choose among the remaining communication objectives (drop-down list)	[maximum 500 characters]

**Please describe activities and deliverables within the work package**

Activity	Activity title	Start date (MM.YYYY)	End date (MM.YYYY)
C.1	Please choose among (drop-down list): <ul style="list-style-type: none"> <li>- Start-up activities including communication strategy and website set up</li> </ul>		



	<ul style="list-style-type: none"> <li>- Publications</li> <li>- Public events</li> <li>- Digital activities including social media and multimedia</li> <li>- Promotional activities</li> </ul> <p>Please don't forget the mandatory activities/deliverables listed in the subsidy contract.</p>		
	<p><b>Activity description</b> Make sure to mention the target groups you would like to reach with this activity. [maximum 500 characters]</p>		
C 1.1	<p><b>Deliverable title</b> Please only list relevant deliverables that support/complete your project outputs. Possible deliverables: printed material such as reports, flyers, maps, plans or other project publications as well as tools, networks and dissemination events. [maximum 120 characters]</p>	<p><b>Deliverable description</b> [maximum 255 characters]</p>	<p><b>Target value</b> Please indicate the number of deliverables developed (e.g. 1 event rather than the number of participants)</p>
Activity C.N+	<p><b>Activity title (drop-down list)</b></p>		<p><b>Start date (MM.YYYY)</b></p>
	<p><b>Activity description</b> [maximum 500 characters]</p>		
C N+.1	<p><b>Deliverable title</b> [maximum 120 characters]</p>	<p><b>Deliverable description</b> [maximum 255 characters]</p>	<p><b>Target value</b></p>

### C.6 Activities outside of the Union part of the programme area

<p><b>If applicable, please list and estimate activities to be carried out outside the Union part of the programme area</b></p> <p>Please do <u>not</u> include here the activities and budget of partners from Switzerland or Liechtenstein. This section only concerns activities that are co-financed by ERDF.</p> <p>Please include here the following:</p> <ul style="list-style-type: none"> <li>- 100% of budget of project partners based outside the EU part of the programme area (but only from a programme partner State), excluding project partners who have a competence covering the whole country or participating region;</li> <li>- activities of partners (based in the EU part of programme area) that are implemented outside the EU part of the programme area (excluding activities connected to publicity and capacity building).</li> </ul>
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Please provide a summary of the relevant activities and the added value for the programme. For further guidance, please refer to Factsheet 1.2 “Who can participate” [maximum 255 characters]	
Total budget of activities to be carried out outside the Union part of the programme area (indicative)	EUR manually inserted
ERDF outside the Union part of the programme area (indicative)	EUR manually inserted
% of total ERDF (indicative)	EUR Automatically calculated

### C.7 Indicative time plan (automatically generated with data from section C.5)

Work packages and activities	Year 1			Year 2			Year 3		
WP 1 title									
A 1.1 title									
A 1.2 title					D.1.2.1				
A 1.3 title									
A 1.4 title								D.1.4.1	
A 1.5 title									O1.1
WP 2 title									
A 2.1 title									
A 2.2 title									
A 2.3 title									
A 2.4 title									
A 2.5 title									
WP 3 title									
Etc.									

### PART D - PROJECT BUDGET (whole section for step 2 only)

Before starting to build the budget, please consult the programme eligibility rules (Factsheet 1.4 “What can be co-financed”).

#### How to fill in the budget section of the AF

##### Define budget breakdown

The budget breakdown defines the reporting periods and the deadlines for reporting.



“Period 0” concerns the preparation phase of the project. Period 0 is to be filled in manually. The start and end dates of this period have to be consistent with the information provided in the work plan for the corresponding work package “preparation”: the start date cannot be earlier than 1 January 2014 and the end date cannot overlap with the project implementation (therefore preparation has to end just before the start date of the project<sup>6</sup>). Field “reporting date” should be disregarded as not relevant for preparation.

The following periods are filled in automatically based on the information provided in the project overview (project start and end date). In case the project start and end dates are changed in step 2 (i.e. from the EoI to the AF), periods will have to be refreshed by clicking on the button “Re-create budget breakdown”.

It is recommended clicking on “re-create budget breakdown” and saving before filling in the budget section.

After this preliminary step, the individual budget per partner will have to be filled in. The sum of the partners’ budgets will define the overall project budget.

### Enter budget per partner

In the tab “Partner budget”, select the relevant project partner and click on “Define budget”.

List of partners and observers

Number	Name	Country	Abbreviation	Role	Associated to	Budget
1	ASP Test LP	ÖSTERREICH	ASP LP	LP		<input type="button" value="Define Budget"/> <input type="button" value="Define contribution"/>

The first step to do is enabling the flat rates by clicking on the relevant box (see below).

#### Budget flat rates

Budget Flatrate

The following information will appear:

#### Budget flat rates

Budget Flatrate

Flatrate Staff

Flatrate Office

15.00%

<sup>6</sup> For call 3 projects: the project start will be 19 April 2018, and therefore the end date of the preparation phase is 18 April 2018.



According to programme rules, the flat rate for “office and administration” is pre-set at 15% of the reported staff costs (real costs are not allowed). This value cannot be changed. Additionally, a project partner may select a flat rate for staff. This is set at 20% of all other direct costs (if a project partner selects this option, the budget for staff cannot be planned on real costs basis in addition). If selected, it cannot be increased or decreased. The flat rate on staff costs is optional: it is up to each project partner whether to select it or not; in the same project, there might be a combination of partners using the flat rate for staff costs or not; once adopted by a partner, however, the flat rate will apply to its budget for the entire project duration. When developing their AF, partners should carefully evaluate whether or not they wish to use the flat rate for staff costs. Once the AF approved, this can no longer be changed. For further details see Factsheet 1.4 “What can be co-financed”.


The second step is to provide the budget details. The budget per partner is displayed in three tables:

- Budget lines / work packages
- Budget lines / period
- Work packages / period

The costs budgeted for each partner have to be allocated to budget lines, work packages and periods. These three “dimensions” (budget lines, work packages, periods) are always considered in each of these tables, even when not fully displayed. Any information entered in one table is automatically taken over into the other tables. Therefore, applicants can choose working on one table only or shift from one to the other.


Example: filling in the partner budget via the table budget lines / period

Budgetline	Subbudgetline	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Sum
Staff costs	Staff costs / Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	Travel and accomodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	External expertise and services	€ 20,000.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 20,000.00
	Sum	€ 20,000.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 20,000.00
Equipment	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sum		€ 20,000.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 20,000.00

 This symbol allows entering information in the budget tables. Each “pencil” allows the applicant to access a table where the budget can be filled in per work packages (i.e. the missing “dimension” of the table



budget lines / periods).

 This symbol allows entering equipment items. A description box will appear where information on the planned equipment has to be provided. For technical reasons, please enter the equipment items in alphabetical order.

A description is only requested for the budget line equipment. For the other budget lines, the amount is sufficient and descriptive elements (e.g. budget items, staff type, unit types) are not required.

**Points of attention:**

- Financial figures are to be entered without any digits after the comma (e.g. euro 125 and not 125.25). Please make sure this is the case for all partners, to limit rounding issues.
- The budget for preparing the project should be included in the first place. This budget has to be allocated in period 0 (corresponding to work package 0 'preparation'). It consists of a lump sum of EUR 20,000 total eligible costs for the whole project (equivalent to maximum EUR 17,000 ERDF). Within this total amount, any partner can plan budget in the WP preparation and it is up to each project to decide whether to allocate it to one single or more partners. For simplification reasons and as it is **not** necessary to prove these costs, projects are kindly asked to budget the lump sum under the budget line "external expertise and services".
- When building the budget for the implementation phase, projects are requested to estimate the amounts needed to carry out the planned activities and that will in addition be paid out within each period. Estimating in which period the actual payment will be made is important because approved projects are expected to report according to the budget per period as planned in the AF (in other words, the budget period corresponds to the project payment per semester and is the basis for future reporting). For instance: if an activity will be implemented towards the end of period 1 and the actual payment will only be made in period 2, the budget for this activity has to be planned in period 2.
- Adequate resources should be budgeted to implement project activities. As the core of the project is represented by the content related activities, it is expected that the relevant work packages absorb most of the budget. Because pilot activities have a test character supporting the main project activities, attention should be paid that costs for pilot activities remain reasonable.
- The budget for project management should remain reasonable and it is recommended that it does not exceed 20% of the total project budget.
- Equipment items can be planned when necessary for the successful implementation of the project or if they are considered as a project output/deliverable. Please specify the kind of equipment





(implementation-related or output/deliverable) in the description of the equipment item. The description of the items has to be clear and allow making a link to the planned activities. Please have a careful look at the programme eligibility rules (Factsheet 1.4 “What can be co-financed”) concerning the type of equipment allowed under this budget line. Be aware that equipment items connected to operating and administrative expenses of project partners (e.g. IT systems for project management) are covered by the flat rate for “office and administration” and cannot be budgeted in addition under the budget line “equipment”. While for equipment considered as an output/deliverable the full purchase price is eligible, for other equipment it is eligible if used solely for the purpose of the project and depreciable within the eligible period, otherwise a pro-rata calculation needs to be carried out. When building the budget, the depreciation costs should be split and allocated to the respective reporting periods.

- Budget line “infrastructure and works” has to be disregarded and not filled in. No costs budgeted in this budget line can be co-financed by the programme.
- Net revenues: for projects expecting to generate net revenues, the value of these net revenues has to be estimated and indicated in section D.2 of the AF. Net revenues are defined by Regulation (EU) No. 1303/2013 (articles 61 and 65) as cash in-flows paid by users for the goods or services provided by the project, such as payments for services minus any operating costs and replacement costs of short-life equipment which are incurred during the corresponding period. Examples of services may be e.g. conference fees, sales of publications, or other services offered to target groups against payment. This means for instance that if the gains derived from the selling of a service by the project are higher than the operating costs, this gap would be a net revenue and will have to be indicated in the AF (in order to be deducted in full or pro-rata from the project eligible costs during its implementation, depending on whether it was generated entirely or only partly by the co-financed project).

### Enter the contribution of each partner

The contribution should be entered once the total budget is filled in. In the tab “Partner budget”, select the relevant project partner and click on “Define contribution”.

#### List of partners and observers

Number	Name	Country	Abbreviation	Role	Associated to	Budget
1	ASP Test LP	ÖSTERREICH	ASP LP	LP		<a href="#">Define Budget</a> <a href="#">Define contribution</a>

The source of the contribution, its legal status (private or public) and its amount must be filled in. Different sources of contribution are allowed; a new source can be added by clicking on the “+” symbol. The total of contribution should not be higher than the “total target value”. If higher, the co-financing rate of the partner



should be lowered accordingly. If making changes in the budget after the “partner contribution” has been filled in, it may be necessary to update the contribution afterwards.

Please double-check if the figures are still correct.

### Partner contribution

Partner contribution rate

	Amount	Cofinancing rate
<b>Programme cofinancing</b>	€ 8.542,50	85,00 %
<b>Partner contribution</b>	€ 1.507,50	
<b>Partner total eligible budget</b>	€ 10.050,00	

Source of contribution

Source Of Contribution	Legal Status	% of total partner contribution	Amount	Options
ASP Test LP	public	100,00 %	€ 0,00	+
	private	0,00 %	€ 0,00	⊗
<b>Sub-total public contribution</b>		0,00 %	€ 0,00	
<b>Sub-total private contribution</b>		0,00 %	€ 0,00	
<b>Total</b>			€ 0,00	
<b>Total target value</b>			€ 1.507,50	

[Return to list of partners](#)

### PART E – PROJECT ANNEXES (Step 2 only)

→ only the signed partnership agreement is to be uploaded. Any other document will be disregarded



## ANNEX 1

INTERACT 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	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		[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	EEIG, EGTC <sup>7</sup>		[number of organisations]
13	International organisation	under national law, under international law	[number of organisations]
14	General public <sup>8</sup>		[number of people]
15	Other <sup>9</sup>		

<sup>7</sup> Relevant only for type of partner classification

<sup>8</sup> Relevant only for target groups

<sup>9</sup> Relevant only for target groups