

Harmonised implementation tools

Application form

(Final version 1.1 - November 2021)

This is an application form template for standard projects applying for funds in any Interreg strand.

The main objectives of this template are:

* for applicants to submit their project proposal,
* for assessors to determine the project’s relevance for the programme during project selection,
* to have a baseline for monitoring the project's progress during its implementation.

At the start of each section in the application form [AF] you will find the explanation of the purpose and the logic of the section (in blue) that will help you understand better how the section should be used.

To reach a high level of harmonisation, the HIT tools should be used as much as possible as they are. The tools have been designed based on an agreed structure that avoids asking for similar information in different contexts.

If needed, the following flexibility principles can be applied:

* It is possible to change the order of main parts or questions within each part.
* Changes that don't disrupt the main logic of sections/questions are possible. The logic can be disrupted when one change influences some other part(s) of the tool.
* Optional questions (in yellow) can be left out partially or in full.
* All overview tables can be customised. These are tables that take data from different fields to present this data in different combinations.
* Multiple languages are possible by adding fields to enter the text in other languages.
* Maximum length of text for answers will be decided by programmes because this depends on technical options in their online monitoring system. Some recommendations are given where relevant.

###### PART A – Project identification

Purpose and logic:

* The main purpose of this section is to have the project overview presented on one page (project identity, content summary, list of partners, total budget).
* This is the first part of the AF that the project partner sees when they enter the online system.
* All entries and options chosen in A.1 are connected to other parts of AF and reporting.
* Names of project partners can either be in the original language or English, or in both languages– it is up to the programme to decide.
* A.2 Project summary is needed for many different reasons; for example, to be published on the programme's website, for assessors, for MC, for keep.eu and for any other database collecting such information.
* A.3 Project partners overview is created automatically from Part B.
* A.4 Project budget overview is created automatically from Part D.

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A.1 Project identification

|  |  |  |
| --- | --- | --- |
| Project ID |  | Automatically generated according to programme rules in their monitoring system |
|  |  |  |
| Name of the lead partner organisation (original language or English language) |  | *Automatically filled in from part B* |
|  |  |  |
| Project title |  | Project acronym |
| *Enter title here* |  | *Enter acronym here* |
|  |  |  |
| Programme priority |  | Programme priority specific objective |
| Select from drop-down |  | *Select from drop-down of objectives that belong to the selected programme priority (links to Part C)*  |
|  |  |  |
| Project duration (no. of months) |  | *Enter a number* |

A.2 Project summary

|  |
| --- |
| Please give a short overview of the project and describe: * the common challenge of the programme area you are jointly tackling in your project;
* the overall objective of the project and the expected change your project will make to the current situation;
* the outputs you will produce and those who will benefit from them;
* the approach you plan to take and why a cross-border/transnational/inter-regional approach is needed;
* what is new/original about the project.
 |
| In programme language – if English is not a programme language [2000 characters] |
| *In English language [2000 characters]* |

A.3 Project partner overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner number | Project partner – name of 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* |

A.4 Project budget overview



A.5 Project outputs and result overview

Purpose and logic:

* This is an overview table based on data from outputs and results tables in the work plan. No new data is presented here.
* This table can be generated if programme output indicators and programme result indicators are linked when the programme is set up in the monitoring system. Each output indicator needs to have a corresponding result indicator for this table to work.

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

PART B – Project partners

Purpose and logic:

* This is the place where each partner enters information about their organisation.
* All sections need to be repeated for all partners. B.1.7 Partner budget is an overview table.
* B.1.6 Partner motivation and contribution is optional. Please note that the second question overlaps with question C.3.
* B.1.8 Associated partners is optional because it is needed only for programmes that have this type of partners.
* Data marked with an asterisk (\*) is mandatory according to the regulations. In the current programming period, the information on data to be recorded and stored in computerised form for each operation in the monitoring system set up in accordance with Article 72(1)(e) of Regulation (EU) No 2021/1060 is set out in Annex XVII to Regulation 2021/1060.
* It is possible to collect some of this data during the contracting/start-up phase.
* The possibilities for a centralised registration system for project partners are being investigated.

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B.1 Project partner 1

B.1.1 Partner identity

|  |  |  |
| --- | --- | --- |
| Partner role in the project |  | *Drop-down list: lead partner, project partner*  |
| Partner ID\* |  | *Automatically generated by the system (or EU database if it exists)*  |
| Name of organisation in original language\* |  | *Enter here* |
| Name of organisation in English |  | *If existing, using the official translation* |
| Department /unit / division |  | *If applicable, enter here* |
| Abbreviated name of organisation |  | *Enter here* |

B.1.2 Partner main address

|  |  |  |
| --- | --- | --- |
| Country\* (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| Drop-down |  | *Drop-down* |
|  |  |  |
| Street\* |  | House number\* |
|  |  |  |
|  |  |  |
| Postal code\* |  | City\* |
|  |  |  |
|  |  |  |
| Homepage |  |  |

Address of department / unit / division (if applicable)

|  |  |  |
| --- | --- | --- |
| Country\* (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| Drop-down |  | *Drop-down* |
|  |  |  |
| Street\* |  | House number\* |
|  |  |  |
|  |  |  |
| Postal code\* |  | City\* |
|  |  |  |
|  |  |  |

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)* |
| Legal status |  | *Drop-down (minimum this: public\* / private\* but there could be more options)* |
| Co-financing rate (%) |  | *Automatic from E.1 Partner budget* |
| VAT number (or other identifier)\* |  | *If VAT no. is not available, some other organisation identifier should be used.* |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?\* |  | *Drop-down list: yes/no/partly*  |

B.1.4 Legal representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name\* |  | Last name\* |
| *Drop-down list (for example: Mr, Mrs, Dr, etc.)* |  | *Enter here* |  | *Enter here* |

B.1.5 Contact person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name\* |  | Last name\* |
| *Drop-down list: Mr, Mrs, Dr, etc.* |  | *Enter here* |  | *Enter here* |

|  |  |  |
| --- | --- | --- |
| E-mail address\* |  | Telephone\* |
| *Enter here* |  | *Enter here* |

B.1.6 Partner motivation and contribution (OPTIONAL)

All three questions in this section are optional. The second question overlaps with C.3.

|  |
| --- |
| Which of the organisation’s thematic competences and experiences are relevant for the project? |
| *Enter text here* |
|  |
| What is the role (contribution and main activities) of your organisation in the project? |
| *Enter text here* |
|  |
| If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects. |
| *Enter text here* |
|  |

B.1.7 Partner budget

|  |  |  |  |
| --- | --- | --- | --- |
|  | Amount |  |  |
| Programme co-financing | *automatically calculated based on the co-financing rate* | Co-financing rate |
|  |
| Partner contribution | *automatically calculated* |  |
| of which automatic public contribution | *EUR* | Rate of automatic public contribution |
| *automatically calculated %* |
| PARTNER TOTAL ELIGIBLE BUDGET | *automatically filled in from E.4* |  |

B.1.8 Associated organisation (OPTIONAL)

|  |  |  |
| --- | --- | --- |
| Associated organisation number |  | *Automatically generated by the system* |
| Name of organisation in original language |  | *Enter here*  |
| Name of organisation in English |  | *If existing, using the official translation* |

|  |  |  |
| --- | --- | --- |
| Country (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| Drop-down |  | *Drop-down* |
|  |  |  |
| Street |  | House number |
|  |  |  |
|  |  |  |
| Postal code |  | City |
|  |  |  |

Legal representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *Drop-down list: Mr, Mrs, Dr, etc.* |  | *Enter here* |  | *Enter here* |

Contact person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *Drop-down list: Mr, Mrs, Dr, etc.* |  | *Enter here* |  | *Enter here* |

|  |  |  |
| --- | --- | --- |
| E-mail address |  | Telephone |
| *Enter here* |  | *Enter here* |

|  |
| --- |
| Please describe the role of the associated organisation in the project.  |
| *Enter text here* |

B.2 Project partner 2

All sections from B.1 repeat

PART C – Project description

This part is about the description of the whole project. The overall logic (the story) is:

* What do you want to achieve? The big dream/goal/aim which is the overall objective.
* Why is this needed and for whom?
* How does it fit into the bigger picture?
* How will you do it? Activities!
* What will be delivered? Outputs!
* What will change at the end? Results!

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C.1 Project overall objective (OPTIONAL)

Below, you can choose to which programme priority specific objective your project will contribute to. Now think about your main objective – what do you aim to achieve by the end of your project? Remember, your project needs to contribute to the programme objective. Your objective should:

* be realistic and achievable by the end of the project, or shortly thereafter;
* specify who needs project results and in which territory;
* be measurable – indicate the change you are aiming for.

|  |  |
| --- | --- |
| Programme priority specific objective | Project overall objective |
| *(automatically inserted once it is selected in section A.1)* | *Enter your project overall objective here* |

C.2 Project relevance and context

Purpose and logic:

* The programme doesn't need to use all the questions below. It is a list of possible questions. They are not overlapping, so you can use all of them at the same time.
* C.2.4 Target groups – the programme needs to specify what the project needs to describe in the specification field. For the drop-down menu the programmes should use the agreed classification – see Annex I.
* C.2.5 Strategies – the programme can pre-define a list of strategies the project could contribute to and specify how the project needs to describe their contribution.
* C.2.6 Synergies – the programme should specify how the project needs to describe the synergies.

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|  |
| --- |
| C.2.1 What are the common territorial challenge(s) that will be tackled by the project?Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed. |
| *Enter text here* |
|  |
| C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries. |
| *Enter text here* |
|  |
| C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve project objectives and results?Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border/transnational/inter-regional approach. |
| *Enter text here* |
|  |

C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column, explain in more detail exactly who will benefit from your project. For example, if you choose the category *education*, you need to explain which specific schools or groups of schools and in which territory.

|  |  |
| --- | --- |
| Target group  | Specification  |
| *Select from drop-down* | *Enter text* |
| *Select from drop-down* | *Enter text* |
| *Select from drop-down* | *Enter text* |

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

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

|  |  |
| --- | --- |
| Strategy | Contribution |
| Strategy 1  | [ ]  | *Enter text* |
| Strategy 2  | [ ]  | *Enter text* |

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

|  |  |
| --- | --- |
| Project or initiative | Synergies |
| *Enter title*  |  | *Enter text* |
| *Enter title*  |  | *Enter text* |

|  |
| --- |
|  |
| C.2.7 How does the project build on available knowledge?Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on. |
| *Enter text here* |
|  |

C.3 Project partnership

|  |
| --- |
| Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project? |
| *Enter text here* |

C.4 Project work plan

Purpose and logic:

* Each project specific objective has a work plan (work package). Applicants can define more than one specific objective. This means that the project will have as many work packages as it will have specific objectives defined. We agreed to recommend up to 3 work packages, but in some cases up to 5 should also be acceptable.
* Only thematic work packages will be used. WP Project management is not a work package anymore – instead, questions about how the project will be managed are in C.7. Communication activities also don't have a separate WP – instead, they are embedded in the thematic work packages.
* There are also no separate investment work packages. The applicants will need to provide additional information about investments that will be included in the thematic work packages.

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C.4.1 Work package 1

Objectives

Purpose and logic:

* To achieve a specific project objective, partners may need to achieve one or more communication objectives. For example, to limit pollution in a city (project specific objective), they may need to: 1) Convince commuters to take the bus instead of their private car (communication objective 1); 2) Convince local politicians to put in place specific measures to reduce car traffic in the city centre (objective 2), etc. These two examples of communication objectives require different communication activities and therefore need to be specified in the AF.
* Because projects are different, it needs to be possible for applicants to include zero, one or more communication objectives per work package depending on what is relevant for their project. According to HIT, every project must have at least one communication objective but the applicant will decide in which work packages they are needed.

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Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered. Then think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Your objectives should be:

* realistic and achievable by the end of the project;
* specific (who needs project outputs delivered in this work package, and in which territory);
* measurable – indicate the change you are aiming for.

|  |  |
| --- | --- |
| Work package title (OPTIONAL) | *Enter the title here* |
| Work package number | *Automatically generated* |
| Project specific objective 1 | *Enter project specific objective here* |
| Communication objective(s) and target audience  | *If applicable for this work package, enter communication objective here* |

|  |  |
| --- | --- |
| Please indicate how many investments this work package contains  | *Enter a number here* |

Investment

Purpose and logic:

* A box with questions opens for each investment. Where this box will appear depends on the technical solution in the monitoring system.
* Each bullet point is one entry field with a list of possible questions the applicant needs to answer. The programme can modify these questions based on how they defined investments in their programme.

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Fields with questions about the investment:

* Investment number (automatic)
* Investment title
* Expected delivery period
* Justification
* Explain why this investment is needed.
* Clearly describe the cross-border/transnational relevance of the investment.
* Describe who is benefiting (e.g., partners, regions, target groups, etc.) from this investment, and in what way.
* In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.
* Location of the investment
* Location of the physical investment; if possible, a specific address where the investment will be located
* Drop-down list (NUTS3 codes + whole programme area)
* Risks associated with the investment
* Description of the risks associated with the investment, go/no-go decisions, etc. (if any)
* Investment documentation
* Please list all technical requirements and permissions (e.g., building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form. Otherwise indicate when you expect them to be available.
* For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies. OPTIONAL
* Ownership
* Who owns the site where the investment is located?
* Who will retain ownership of the investment at the end of the project?
* Who will take care of the maintenance of the investment? How will this be done?

Activities

Purpose and logic:

* The project needs to describe how the activities suggested are needed for the delivery of outputs listed in a specific work package.
* Project partners' involvement in each activity should be described in the activity description.
* Deliverables are optional. If the programmes will ask for deliverables, these will be attached to activities. There should be a button "add deliverable" in the activity table which would open additional fields needed per deliverable.
* An activity can have none, one or more deliverables. According to the HIT glossary, a deliverable is a side-product or service of the project that contributes to the development of a project output.

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Please describe the activities by which the project achieves the above project specific objective and related communication objective(s). Add deliverables to activities – see programme rules.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ac Nr. | Activity title | Activity description | Start period | End period | Deliverables (OPTIONAL) |
| A 1.1 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.2 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.3 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.4 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.5 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |

|  |  |  |  |
| --- | --- | --- | --- |
| Del Nr. | Del. Title | Deliverable | Delivery period |
| D 1.1.1 | *Enter text* | *Enter text* | *Select the period from drop-down* |

Outputs

Purpose and logic:

* There is only one output table in each work package. It is for outputs that contribute directly to programme output indicators; i.e., have the same measurement unit and can be aggregated on project and programme level.

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Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Output Nr. | Programme output indicator | Measurement unit | Output title | Output description | Output target value | Delivery period |
| OI 1.1 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Describe in more detail what will be delivered*  | *Enter the number* | *Drop-down* |
| OI 1.2 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Describe in more detail what will be delivered*  | *Enter the number* | *Drop-down* |
| OI 1.3 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Describe in more detail what will be delivered* | *Enter the number* | *Drop-down* |

C.4.2 Work package 2

Repeat of the whole section C.4.1

C.4.3 Work package 3

Repeat of the whole section C.4.1

C.5 Project results

Purpose and logic:

* In 2021-2027, result indicators need to be delivered by the end of the project life

time, unless it is indicated otherwise (see some programme result indicators in the

regulation).

* Delivery time for results: it seems that this information is not needed because most results will be probably delivered in the last delivery period. However, there could be cases where early delivery of some results will be required or some result indicators will be achieved after project closure. For these reasons, it seems reasonable to have this option in the AF. Programmes that don’t need this information can exclude this column.

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What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Result Nr. | Programme result indicator | Measurement unit | Result description | Result indicator baseline | Result indicator target value | Delivery period (OPTIONAL) |
| RI 1 | *Choose from the drop-down list* | *Automatic* | *Describe in more detail the change expected* | *Automatically retrieved from programme data*  | *Enter the number* | *Drop-down* |
| RI 2 | *Choose from the drop-down list* | *Automatic* | *Describe in more detail the change expected* | *Automatically retrieved from programme data* | *Enter the number* | *Drop-down* |
| RI 3 | *Choose from the drop-down list* | *Automatic* | *Describe in more detail the change expected* | *Automatically retrieved from programme data* | *Enter the number* | *Drop-down* |

C.6 Time plan

Purpose and logic:

* This is an overview table that is automatically generated from thematic work packages.
* It is recommended to display activities (length), deliverables (delivery period), outputs (delivery period) and results (delivery period). How this information will be displayed in a table depends on the technical solution in the monitoring system. Below, we show only one possibility.
* Please note: deliverables are linked to activities, outputs are per work package and results are on project level.
* The time plan shows only periods, not months. The length of periods will be decided by the programme.

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work packages and activities | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
| WP 1: Title  |  |  |  |  |  |  |
| A 1.1 title |  |  |  |  |  |  |
| A 1.2 title |  |  | Deliverable1.2.1 |  |  |  |
| A 1.3 title |  |  |  |  |  |  |
| A 1.4 title |  |  |  |  |  |  |
| OI 1.1 |  |  |  |  |  |  |
| OI 1.2 |  |  |  |  |  |  |
| WP 2: Title |  |  |  |  |  |  |
| A 2.1 title |  |  |  |  |  |  |
| A 2.2 title |  |  |  |  |  |  |
| A 2.3 title |  |  |  |  |  |  |
| A 2.4 title |  |  |  |  |  |  |
| OI 2.1 |  |  |  |  |  |  |
| WP 3: Title |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |
| Result indicator |  |  |  |  |  |  |
| RI 1 |  |  |  |  |  |  |
| RI 2 |  |  |  |  |  |  |

C.7 Project management

Purpose and logic:

* The purpose of this section is to find out if the partnership has thought through the implementation of the project and is aware of the time and resources needed for coordination and administrative requirements.
* The questions that appear below should be further specified by the programme. Specifications will depend on other questions in the AF (avoid repetitions).
* Question C.7.3 about the communication in the project management section should not contain additional communication activities which should all be in the work packages. Its main purpose is to raise awareness about the importance of communication. To be more specific, its aims are:
* To provide a summary of the communication approach across the project, including how the communication function is used to transfer project results.
* To give a strong signal to applicants that they need to use communication as a key tool in their project.
* To give a strong signal to applicants that communication is the responsibility of all partners and needs to be done in a coordinated and consistent manner.
* Question C.7.5 Cooperation criteria is optional. Even if you decide not to use it, you should still check during the assessment that all required criteria are respected (different rules apply for different programmes – see regulation).
* Question C.7.6 Horizontal principles is also optional. If you decide to use it, it is not necessary to assess (score) this question. However, the horizontal principles could only be monitored during the project implementation.

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In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

|  |
| --- |
| C.7.1 How will you coordinate your project?Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work? |
| *Enter text here* |
|  |
| C.7.2 Which measures will you take to ensure quality in your project?Describe specific approaches, processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here. |
| *Enter text here* |
|  |
| C.7.3 What will be the general approach you will follow to communicate about your project? Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transferring your project results? Please note that all communication activities should be included in the work packages as an integral part of your project. There is no need to repeat this information here. |
| *Enter text here* |
| C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)? Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc. |
| *Enter text here* |
|  |
|  |

C.7.5 Cooperation criteria - Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

|  |  |
| --- | --- |
| Cooperation criteria | Description |
| Joint Development\*  | [ ]  |  |
| Joint Implementation\*  | [ ]  |  |
| Joint Staffing | [ ]  |  |
| Joint Financing | [ ]  |  |

C.7.6 Horizontal principles - Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

|  |  |  |
| --- | --- | --- |
| Horizontal principles | Type of contribution | Description of the contribution |
| Sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle | *Drop-down list: neutral, positive effects, negative effects* |  |
| Equal opportunities and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation | *Drop-down list: neutral, positive effects, negative effects* |  |
| Equality between men and women, gender mainstreaming and the integration of a gender perspective | *Drop-down list: neutral, positive effects, negative effects* |  |

C.8 Long-term plans

Purpose and logic:

* In all questions we use both terms: outputs/deliverables. Depending on programme rules, both can apply or only one or the other. Please adjust questions as needed.
* We ask only about the long-term plans for outputs because by using outputs the results are achieved. So, if outputs have a long-lasting effect, the results will also be long-lasting. It is important to emphasise that not all questions are relevant for all type of outputs.

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As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

|  |
| --- |
| C.8.1 Ownership - Please describe who will ensure the financial and institutional support for outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of partner organisations.  |
| *Enter text here* |
|  |
| C.8.2 Durability - Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends, and by whom. |
| *Enter text here* |
|  |
| C.8.3 Transferability - Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?  |
| *Enter text here* |
|  |

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]](#footnote-1) |  | [number of people] |
| 15 | Hospitals and medical centres |  | [number of organisations] |
| 16 | Other |  |  |

1. Relevant only for target groups. [↑](#footnote-ref-1)