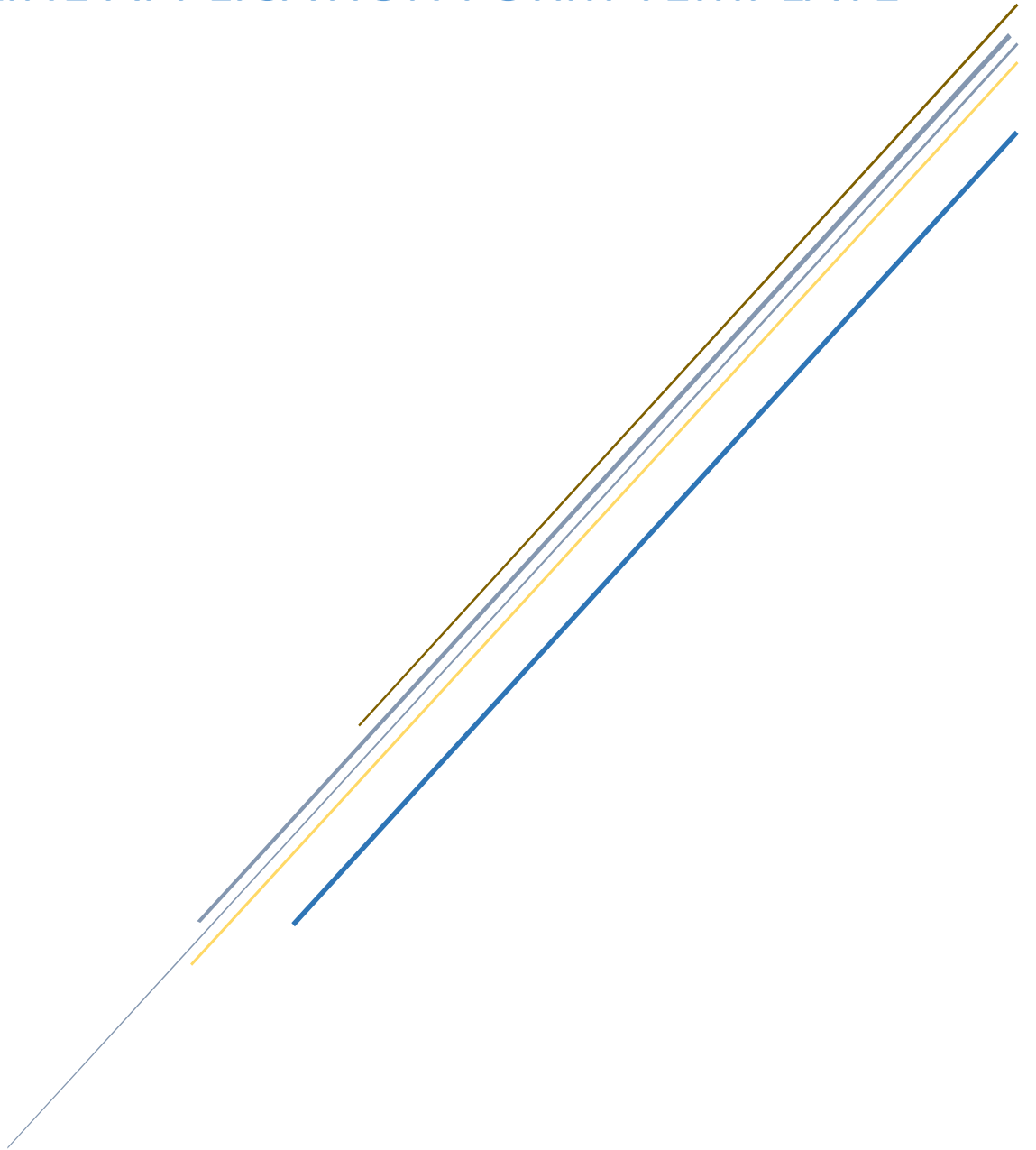


JEMS

OFFLINE APPLICATION FORM TEMPLATE



Instruction for Electronic Submission of Project Proposals

1. General information

The Interreg VI-A IPA Bulgaria- Türkiye Programme Joint Electronic Monitoring System (JEMS) is a customised version of the common monitoring system developed by the Interact Programme, which is used by a large community of Interreg programmes.

Jems is an online system conceived to cover the full project and programme life-cycle in one monitoring tool that allows to reduce the need for additional paper processes to a minimum. Furthermore, the concept of “one single entry point” of data is followed, avoiding multiple manual entry of the same data, through automatic transfer of data to different sections in the system. Users can fill in online forms (e.g. application, reporting, assessment) and upload/download files.

Application to the Open Call for proposals under Priority 1 Priority 1 “Environmentally-friendly cross-border region is entirely in electronic form and project proposals must be submitted via the INTERREG VI-A IPA Bulgaria- Türkiye Programme Joint Electronic Monitoring System (JEMS). The Application Form is completed and submitted on JEMS. The content of the templates provided by the Programme and, where applicable, generated via Jems may not be modified or amended in any way.

2. Technical requirements

The INTERREG VI-A IPA Bulgaria- Türkiye Programme JEMS is available at <https://jems-bgtr.mrrb.bg>. It can be accessed via standard web browsers like Google Chrome, Microsoft Edge or Mozilla Firefox (recent versions). For working in JEMS, it is recommended to use a PC or notebook rather than mobile devices.

3. Access and support

Upon registration in Jems users have access to the system as applicant users. Once a project is approved and contracted, the LP user will be assigned to the project, who in turn assigns the partner users to the project partners. Specific access rights as needed by e.g. programme bodies, controllers, external experts or auditors will be given by the system administrator through assignment of the respective role.

A helpdesk for technical support specifically dedicated to Jems can be reached via email mis_007@mrrb.government.bg. The “?” icon in the JEMS top menu bar also provides the help contact details.

IMPORTANT

Electronic submission of project proposal may be affected by circumstances beyond the control of the MA (e.g. internet connection stability, upload speeds, etc.). Therefore, the applicant should strive to prepare and submit project proposal early enough before the deadline.

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. **Applications can exclusively be submitted via the Interreg Bulgaria - Türkiye joint electronic monitoring system (Jems) <https://jems-bgtr.mrrb.bg>**

We will provide our best effort to ensure a high level of consistency between this offline template and the final application form in Jems. 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

* Asterisks indicate information required for saving.

Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.

Project id (automatically created)

BGTR0300005

Project acronym

SME



Project title

Project duration

Project duration in months

/

Default period length in months

3

=

Number of periods

0



Project priority and specific objective

* Programme priority



- **Project acronym***

Project acronym is an abbreviation or short name for the project that helps identify the project together with the project id (*mandatory field).

- **Project duration**

The project duration shall be entered in months and shall indicate the length of the project. The project duration is also the basis for the calculation of periods in the project and project planning in the rest of the project. A number of periods is calculated as follows: project duration in months divided by the default period length defined by the Programme in the call setup.

- **Project Priority and Specific objectives*** (drop-down selection)

A.2 Project summary

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 main 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.

DE EN FR HU

Summary

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.

A.3-4 Project partner overview / Project budget overview

Project version
(current) V. 1.0

A - Project identification

A - Project identification

A - Project overview tables

B - Project partners

Partners overview

LP1 MIN

PP2 NGO

PP3 CITY

B.2 Associated partners

C - Project description

C.1 Project overall objective

C.2 Project relevance and context

C.3 Project partnership

C.4 Project work plan

WP1

WP2

A.3 Project budget overview

Programme funding			Contribution					Total eligible budget
Funding source	Funding amount	Co-financing rate (%)	Automatic public contribution	Public contribution	Total public contribution	Private contribution	Total partner contribution	
ERDF	68.113,66	80,95 %	6.000,00	6.022,02	12.022,02	4.006,40	16.028,42	84.142,08
Total EU funds	68.113,66	80,95 %	6.000,00	6.022,02	12.022,02	4.006,40	16.028,42	84.142,08
Total eligible budget	68.113,66	35,67 %	6.000,00	6.022,02	12.022,02	4.006,40	16.028,42	190.942,08

A.4 Project outputs and result overview

Programme output indicator or	Aggregated value per Programme output indicator	Measurement unit	Output number	Output title	Output target value	Programme result indicator	Baseline	Result indicator target value	Measurement unit
Strategies and action plans jointly developed	1,00	strategy/action plan	Output number 1.1	Green City Strategy	1,00	Joint strategies and action plans taken up by organisations	0,00	1,00	joint strategy/action plan
Jointly developed solutions	2,00	solutions	Output number 1.2	Green City Solutions	2,00	Solutions taken up or up-scaled by organisations	0,00	2,00	solutions

Table A.3

Displays the project budget per fund including the contribution. Its purpose is to provide a clear budget overview in section A. 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.

Note:

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

In case of incomplete data in this section, the following message will be displayed while filling the application form.

A.3 Project budget overview

A.4 Project outputs and result overview

Table will be automatically generated once outputs and results are created in section C4 and C5.

PART B - Project partners

The partner's overview provides an overview of all the partners within the project. Essential data is displayed in this overview list.

- Clicking on the “+ Add new partner” allows for creating a new partner.
- Clicking on a specific partner in the lists gives you access to the partner page.
- Clicking the “trash” icon allows you to delete the respective partner.
- The status “Active” is automatically generated upon creation of a project partner. In case a partner of a contracted project leaves the partnership, this partner can be given the status “In-active”.

B.1 Project partner 1

B.1.1 Partner identity

Add new partner

B.1.1 Partner identity

* Partner role

Partner
Lead partner

* Abbreviated name of the organisation

Name of the organisation in original language

Name of the organisation in english

DE
EN
FR
HU

Department / unit / division

- The Partner identity section is used to identify the partner organization with basic details.
- A partner cannot be created without assigning the role, providing the abbreviated name and choosing the legal status (*mandatory fields).
- Partner role*

The partner role is either **Lead Partner** or **Partner** (*mandatory field).

In case a Lead partner already exists and for a new partner the Lead Partner role is selected, the system will ask the user if the existing Lead Partner role shall be replaced. If yes, the new partner will become the Lead partner and renumbering of the partners will apply. The Lead Partner will always be partner number 1 as long as the Application form is in status “Draft”.

B.1.2 Legal and financial information

Legal and financial information

Type of partner
N/A

Subtype of partner
N/A

* Legal status

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

Sector of activity at NACE group level

VAT number (or other identifier)

- Type of partner

The type of partner is a pre-defined dropdown list of typologies used to categorize the type of partner.

- Subtype of partner

A subtype of partner has to be selected (Micro, Small, Medium sized enterprise)

- Legal status*

A Legal status has to be selected.

- Sector of Activity at NACE group level

The sector of activity at NACE group level is an additional field relevant for State aid only. The sector of activity at NACE group level can be selected from a pre-defined dropdown of NACE codes taken from the statistical classification of economic activities NACE Rev. 2 (2008) available via the Eurostat website:

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

- VAT Number

In this field, the partner organization's VAT number shall be entered; the overall number has to be one block without spaces or hyphens. The correct VAT format has to be respected; it depends on the country selected in section "Address". If VAT is not applicable, any other identifier needs to be filled in.

- VAT recovery

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?

Yes

Partly

No

PIC (from EC Participant Register)

B.1.1 Partner address

B.1.2 Partner address

Partner main address

Information about NUTS codes and how to identify your region: <https://ec.europa.eu/eurostat/web/nuts/background>

Country

Street

House number

Postal code

City

Homepage

In the Partner address section, the applicant is asked to fill in the partner main address and, if applicable, the address of the department/ unit/division.

- The country selected impacts on the format required for VAT.

Address of department (if applicable)

Address of department / unit / division (if applicable)

Country

Street

House number

Postal code

City

B.1.4 Legal representative

B.1.4 Legal representative

- State title, the first and the last name of the legal representative of the organisation

B.1.5 Contact person

B.1.5 Contact person

State title, the first and the last name of the contact person of the organisation, e-mail and telephone. **For project partner 1/ Lead partner - the e-mail of the organization should be the same as in Annex A4, as far as the Programme bodies will use it for official communication with the Lead partner throughout the whole assessment process.**

B.1.6 Partner motivation and contribution

B.1.6 Partner motivation and contribution

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

Up to 3000 characters each.

B.1.7 Budget

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.

In the Partner budget section, the applicant defines the budget for the respective partner. This section consists of two parts:

Partner budget overview

Partner budget overview

Partner	Organisation abbreviation	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sum	Total
LP1	SME	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

The overview table shows:

- the partner budget per cost category
- budget under flat rate Other costs (in case this flat rate option is selected in the Partner budget options)
- lump sum for preparation and contracting costs (as entered in section E.1 of the Application Form)

Partner Budget Options

Partner Budget Options

- ☐ Staff costs flat rate
- ☐ Office and administration flat rate based on direct staff costs
- ☐ Travel and accommodation flat rate
-
- ☐ Other costs Flat Rate

The budget options allow the applicant to select flat rates. The selected flat rates impact on the Partner budget.

- The budget options need to be filled before inserting the Partner budget.
- Detailed information on budget options and flat rates can be found in the **Guidelines for Applicants**.

Flat rates are added as a separate table to the partner budget and the flat rate amount is automatically calculated based on total costs in another cost category/ies.

Partner Budget

Partner budget

External expertise and services

[+ Add](#)

Equipment

[+ Add](#)

Infrastructure and works

[+ Add](#)

Note: All amounts in the budget are rounded down to 2 digits after the coma.

Partner lump sums (assigned in section E.1 - Project lump sums)

Programme lump sum	Period	Lump sum cost	Partner share of lump sum cost	Description
Total partner lump sums			0,00	

The Partner budget section is the section where the partner budget is filled in under the available cost categories.

If a flat rate for a cost category is selected in the Partner budget options, automatic calculation applies and manual budget entries for this cost category are not possible.

Make sure you have defined the project duration in section A- Project identification to have “periods” in the budget tables.

For cost categories “office and administration” and “travel and accommodation” no manual entry of budget items is possible, since they are defined as flat rates.

Please be aware that contents of tables might become very wide and eventually very long. Therefore, scrolling might be required to see the full information in the table.

The budget tables can be created and filled as follows:

- Click “+ Add” to create a budget table under a cost category (except for „Staff cost“, “office and administration” and “travel and accommodation” since flat rate based)
- Click “+” button to add a budget item *Equipment in this case*;
- Click the “trash” icon to delete a budget item.
- Enter a brief **description**, **unit type**, **number of units**, **price per unit** as well as a **comments** if applicable.
- Provide an **Award procedure** clarification (250 characters)

Equipment

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total
Packing Machine			N/A		1,00	10.000,00	10.000,00
+							10.000,00

The Total amount of one budget item should always match the sum of amounts per periods. In case of mismatch a **warning message highlighted in yellow** appears.

Please update the budget table: The sum of the amounts per period must match the budget item total.



The same principle shall apply for all the remaining Budget Lines.

B.1.8 Co-financing

Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

Source	Amount	Percentage
* Co-financing source	0,00	0,00 %
Partner contribution	100,00	100,00 %
Partner total eligible budget	100,00	100,00 %

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.

The source of funding has to be selected from the drop-down menu in the respective field. The ERDF + IPA funds co-financing rate is 85% 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

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
Demo SME	* Legal status	0,00	0,00 %

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

The total of contribution must match the total partner contribution.

New contribution origin can be added by clicking on:

[+ Add new contribution origin](#)

Sub-total table is shown at the bottom of this section:

Sub-total public contribution	0,00	0,00 %
Sub-total automatic public contribution	0,00	0,00 %
Sub-total private contribution	0,00	0,00 %
Total	0,00	15,00 %

B.1.9 State Aid

State Aid

State aid relevant activities

GBER scheme / de minimis
General de minimis



General de minimis provisions shall apply for this specific call.

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

PART C - Project description

C.1 Project overall objective

Project overall objective

Please define the overall objective of the project (Max. 500 characters).

- 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.

C.1 Project overall objective

Below, you can see the Programme priority specific objective your project will contribute to (chosen in section A.1.).

Programme priority specific objective

BGTR-S012: Promoting the transition to a circular and resource efficient economy

Project overall objective

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's objective.

Your objective should:

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

Project overall objective

C.2 Project relevance and context

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



Description should not exceed 5000 characters.

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.

DE EN FR HU

Enter text here

Description should not exceed 5000 characters.

C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve the project's objectives and result?

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.

DE EN FR HU

Enter text here

Description should not exceed 5000 characters.

C.2.4 Who will benefit from your project outputs?

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.

+

- Click the “+” button to add additional Target groups and provide relevant specification (up to 2000 characters), e.g.:

Target Group	Specification
* Target Group	Specification

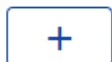
+

- Clicking the “trash icon” will remove the selected Target group and its specification.
- Click the “+” button to add additional Target groups.

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

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.



- Click “+” button to add additional Strategy and contribution description (up to 2000 characters)

Strategy	Contribution
* Strategy	Contribution

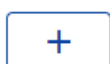
0/2000 characters



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

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.).

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



- Click “+” button to add additional Project or Initiative with relevant synergy description (up to 2000 characters).

Project or Initiative	Synergy
Project or Initiative	Synergy



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

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

Up to 5000 characters.

C.3 Project partnership

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?

DE EN FR HU

Enter text here

Up to 5000 characters.

C.4 Project work plan

C.4. Project work plan

C.4 Project work plan

+ Add new work package

No work packages

C.4.1 Work package 1

Each project specific objective has a work plan (work package). Applicant 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. It is recommended to have up to 3 work packages, but in some cases up to 5 should also be acceptable.

- Begin by clicking “+ Add new work package”

Work package

Work package number (automatically created)

1

Work package title

Objectives

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.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Project specific objective

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.

Communication objective and target audience

Specify the created Work package by entering a **Title**. 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.

Up to 1000 characters for each textbox.

Investment(s)

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

List of investments

Please list below the investments that will be delivered within this work package.

[+ Add investment](#)

- Click “+ Add investment” button to insert investment descriptions;

Investment

Investment number

Investment title

DE EN FR HU

Expected delivery period



Justification

Justification

Please explain why this investment is needed.

Enter text here

DE EN FR HU

Please clearly describe the cross-border/transnational relevance of the investment.

Enter text here

DE EN FR HU

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

Enter text here

DE EN FR HU

Up to 2000 characters each.

Location of the investment and Investment documentation

Location of the physical investment

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

Country

City

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.

DE EN FR HU

Enter text here

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.

DE EN FR HU

Enter text here

Up to 2000 characters each

Risk associated with the investment

Risk associated with the investment

Describe the risk associated with the investment, go/no-go decisions, etc. (if any).

DE EN FR HU

Enter text here

Up to 2000 characters.

Ownership

Ownership

Who owns the site where the investment is located?

Enter text here

DE EN FR HU

Who will retain ownership of the investment at the end of the project?

Enter text here

DE EN FR HU

Up to 2000 characters each.

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.

Objectives

Investments

Activities

Outputs

List of activities

Please describe the activities by which the project achieves the project specific objective and related communication objective(s).

+ Add activity

- Click “+ Add activity”

Activity 1.1

Title

Get started by defining the project duration in section A.1

Get started by defining the project duration in section A.1

Start period

End period

Description

Partner(s) involved

- Make sure you name the Activity in order to avoid confusion. Define Start and End periods related to the Activity. Provide a description and specify the Partner/s involved.

Deliverables

Deliverables

Add deliverables to your activity - see programme rules



- Click “+” button to add deliverables

Running number	Deliverable title	Description	Delivery period
D.1.1.1	Deliverable title	Description	Delivery period 

- Enter the Deliverable title (100 characters), provide a Description and select the Delivery period (drop-down option)
- Repeat the same steps starting from Adding a new Activity and define other deliverables per Activity.

Outputs

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. Please have in mind that the outputs should contribute directly to programme output

indicators; i.e., have the same measurement unit and can be aggregated on project and programme level.

List of outputs

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.

[+ Add Output](#)

- Click “+ Add output” button.

List of outputs

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 1.1

<div>DE EN FR HU</div>	
Output Title	
Programme Output Indicator ▼	
Measurement Unit	Target Value 1,00
Delivery Period ▼	
<div>DE EN FR HU</div>	
Output Description	

Output description is up to 500 characters.

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 describe 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.

C.5 Project Results

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.

[+ Add result](#)

- Click “+ Add result”

C.5 Project Results

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 1

Programme result indicator ▼

Measurement unit Baseline 0,00 Target value 1,00

Result description

DE EN FR HU

[+ Add result](#)

- Please select from the drop-down menu the Programme result indicator to which the project contributes.
- Repeat for each result, using the “+ Add result” button



Coherence between results and indicators.

C.6 Time plan

The overview table is automatically generated from thematic work packages. It displays activities (length), deliverables (delivery period), outputs (delivery period) and results (delivery period). The time plan shows only periods, not months.

The length of the periods is 3 months.

C.6 Project Time Plan

	Period 1	After End
▼ WP1		
▼ WP2		
▼ WP3		

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.

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

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?

DE EN FR HU

Enter text here

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. Up to 5000 characters.

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

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

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

DE EN FR HU

Enter text here

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. Up to 5000 characters.

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

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 transfer 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.

DE EN FR HU

Enter text here

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? Up to 5000 characters.

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

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

Up to 5000 characters.

C.7.5 Cooperation criteria

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
<input type="checkbox"/> Joint development	Enter text here
<input type="checkbox"/> Joint implementation	Enter text here
<input type="checkbox"/> Joint staffing	Enter text here
<input type="checkbox"/> Joint financing	Enter text here

Projects must contribute to **at least three out of** the following four cooperation criteria. ***Joint development*** and ***Joint implementation*** are mandatory!

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.

C.7.6 Horizontal principles

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

			DE EN FR HU
Horizontal principles	Type of contribution	Description of contribution	
Sustainable development	<input type="checkbox"/> positive effects <input type="checkbox"/> neutral <input type="checkbox"/> negative effects	<input type="text" value="Enter text here"/>	
Equal opportunities and non-discrimination	<input type="checkbox"/> positive effects <input type="checkbox"/> neutral <input type="checkbox"/> negative effects	<input type="text" value="Enter text here"/>	
Equality between men and women	<input type="checkbox"/> positive effects <input type="checkbox"/> neutral <input type="checkbox"/> negative effects	<input type="text" value="Enter text here"/>	

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

C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions.

DE EN FR HU

Enter text here

Up to 5000 characters.

C.8.2 Durability / Lasting effect

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.

DE EN FR HU

Enter text here

Up to 5000 characters.

C.8.3 Transferability

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?

DE EN FR HU

Enter text here

Up to 5000 characters.

PART D - Project budget

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

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

Partner	Organisation abbreviation	Country	IPA III CBC	IPA III CBC % Rate	Interreg Funds	Interreg Funds % Rate	Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
LP1	Demo		0,00	0,00 %	0,00	0,00 %	0,00	0,00	0,00	0,00	0,00 %
PP2	Demo2		0,00	0,00 %	0,00	0,00 %	0,00	0,00	0,00	100,00	100,00 %
Total ⁱ			0,00	0,00 %	0,00	0,00 %	0,00	0,00	0,00	100,00	100,00 %

The table is filled automatically.

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

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

Partner	Organisation abbreviation	Country	Staff costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sum	Total
LP1	Demo		0,00	0,00	0,00	0,00	0,00	0,00	0,00
PP2	Demo2		100,00	0,00	0,00	0,00	0,00	0,00	100,00
Total			100,00	0,00	0,00	0,00	0,00	0,00	100,00

The table is filled automatically.

PART E - Project lump sums

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

+ Add

- Click “+ Add” button to insert lump sums table

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

							DE	EN	FR	HU
Programme lump sum	Split up ¹	Costs	LP1 Demo	PP2 Demo2	Sum	Gap				
* Lump sum										
			0,00	0,00	0,00					

+

- Select from the Programme lump sum Drop-down menu available options.

							DE	EN	FR	HU
Programme lump sum	Split up ¹	Costs	LP1 Demo	PP2 Demo2	Sum	Gap				
Preparation	Yes	50.000,00	0,00	0,00	0,00	50.000,00				
			0,00	0,00	0,00					

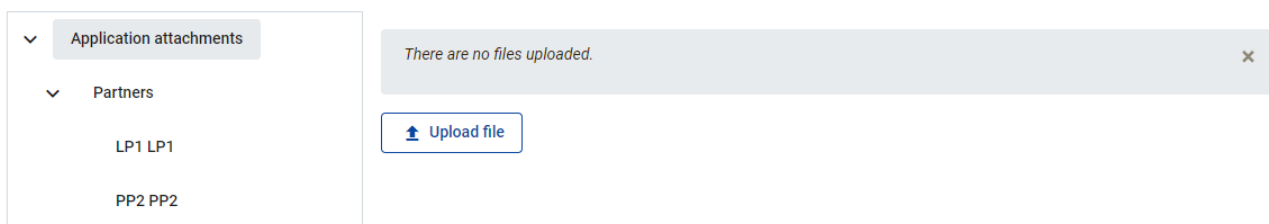
+

- “Split up” option is available in case of personalized distribution among the project partners.

PART F - Application Annexes

Attachments can be added by clicking “**Upload file**” at the bottom of the project overview page, which lets you browse through the files on your computer. Choose the right file and upload it. Repeat the process until all necessary attachment files have been uploaded.

Attachments



The following Annexes should be filled in according to the template and submitted together with the Application form:

- **A1. Project Partnership Agreement** - signed, dated and stamped by all partners
- **A2. Partnership and Co-financing statement** - signed, dated and stamped and provided by each partner
- **A3. Project Partner declaration** - signed, dated, stamped and provided by each partner
- **A4. Declaration of e-mail address of the Lead Partner** - signed, dated and stamped by the Lead partner
- **A5. SMEs declaration** - signed, dated and stamped and provided by each partner
- **A6. De minimis state aid declaration** - signed, dated and stamped and provided by each partner
- **A7. DNSH declaration** - signed, dated and stamped and provided by each partner

The following Supporting documents should be provided and submitted together with the Application form:

- **B1. Document indicating legal status for Turkish partners**
- **B2. Legalized mandates of delegation from the legal representatives of partners**
- **B3. Decision of the Managing authority, Board of Directors or any similar body or managing person depending on the legal form of the SME**
- (for each project partner) regarding the project development, implementation and ensuring the sustainability of the project results for three five years after completion of the implementation period
- **B4. Certificates issued by the responsible Authority** in each country verifying the start date of the business, the main economic activity according to **NACE rev. 2**
- **B5. Annual Financial Statements** for the last 3 years preceding the application as per National Legislation for each partner

- **B6 Certificates for Headcount annual work unit** for the last 3 years preceding the application as per National Legislation.
- **B7. Justification of lump sum costs**

Supporting documents concerning Investment Activities:

- **B8.1. All investment activities have to be performed on SME-owned property:**
 - **Ownership act or certificate** (or other legal document according national legislation) for SME ownership of the tangible assets, which will be subject of works activities together with recent Recent cadastral map of the property.
- **B8.2.** In case of investment activities within territories/objects with special status (National parks, environmental and architectural reserves, cultural monuments, protected areas, areas included in Nature 2000 etc.) relevant documentation (permits, approvals, certificates, statements, etc.) required by the respective national applicable law
- **B8.3.** Copy of letter issued by the relevant body clearly stated that **Environmental Impact Assessment is not necessary** - issued in the original language and English translation
 - OR

Copy of positive Environmental Impact Assessment (positive opinion from the relevant body), required by the national legislation

- **B8.4.** Copy of letter issued by the relevant body clearly stating that the project proposal is eligible according to the current **River Basin Management Plans and Flood Risk Management Plans** - (issued in original language and English translation signed
- **B8.5. Explanatory note for the envisaged prevention measures** for avoiding pollution of water bodies in emergency situations by respective organization (if applicable) - issued in original language and English translation
- **B8.6. Approved Detailed Works Design** (if applicable according to the relevant legislation), issued in the original language and English translation with:
 - Explanatory note
 - Bill of quantities and prices
- **B8.7.** Construction permit for all the works activities of a project partner which according to national legislation require a building permit, validated “entered into force” by the respective authority
 - In case of works activities which according to national legislation **do not require a construction permit** applicants should present **Statement by the competent authority, which declares that the envisaged construction/repair works do not require issue of construction permit**
- **B9.** Applicable only for SO 2.1 **Report on the results of an energy efficiency survey/audit in both cases (Non-industrial building installations and Industrial Installations)**
- **B10.** Technical specifications for supplies with units, unit prices and total prices in Euro with:

- At least **3 official offers from different providers** for the envisaged supply

NOTE: Please be informed that the described above Part F - Application Annexes is not final list of required documents and shall be subject for further amendments by NA, MA, JS until its official approval by all parties.

All attachments must be submitted in an electronic format. Although a large variety of file types are supported, .pdf files are preferred. The maximum file size is 50 Mb.