



OFFLINE MAIN PROJECTS APPLICATION FORM

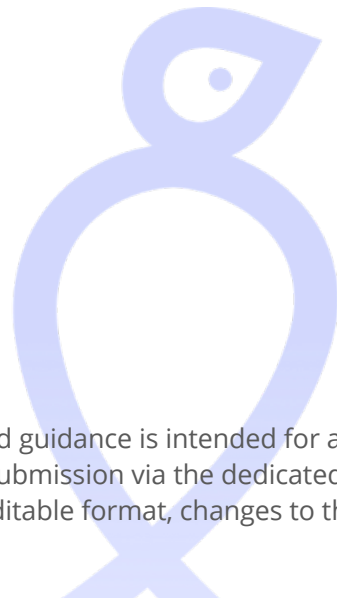
Interreg Northern Periphery and Arctic Programme

Summary

This Interreg NPA Main project Application Form sample and guidance is intended for assisting applicants in preparing their project application in view of submission via the dedicated online platform, Jems. This document is made available in Word editable format, changes to this template are responsibility of the user.

Version 4

Last updated: 10 June 2024



MAIN PROJECT APPLICATION FORM

Offline template and guidance

This Interreg NPA Application Form sample and guidance is intended for assisting applicants in preparing their project application in view of submission via the dedicated online platform. This document is made available in Word editable format, changes to this template are responsibility of the user.

In this template, applicants will find practical information about the content, data and format expected to be submitted in an application. All fields in the Application Form (AF) are to be filled in prior submission of the form. In certain cases, it will not be possible to save and change section until all fields have been completed.

It is recommended to **save frequently** and make use of the “**Pre-submission**” check function available in Jems throughout the drafting process, to check which fields are left empty or generate errors.

The system will notify the users in case of missing data or errors, but it will not notify in case of fields partially completed; therefore, **the Lead Partner is responsible to check that the Application form is complete, correctly filled in and consistent in all its parts before it is submitted.**

Once the Application Form is submitted, it is no longer possible to edit it.

This Application Form template is to be used in combination with the [Programme Manual](#) and [Jems instructions](#).

NOTE: Project applications to the Interreg NPA 2021-2027 programme **must** be submitted via the electronic monitoring system, Jems, available at this link: <https://jems.interreg-npa.eu/>

Support

In case of questions about project development, please do not hesitate to contact the Secretariat. In case of questions about Jems functioning, please contact the helpdesk: jems@interreg-npa.eu

A - Project identification

A.1 Project identification

Project id (automatically created)	<i>NPA, Call number, Progressive project number e.g. NPA0900015</i>
Name of the lead partner organisation	<i>State partner name in the original language 100 crt</i>
Name of the lead partner organisation in English	<i>State partner name in English 100 crt This information will be published online</i>
Project title	<i>Type the full project title. Use up to 200 characters (crt). This information will be published online</i>
Project acronym	<i>Short project name up to 25 crt This information will be published online</i>
Programme priority	<i>To be selected from a drop-down menu</i>
Specific objective	<i>To be selected from a drop-down menu</i>
Project duration in months	<i>Indicate the project duration, up to 36 months for Main projects, 18 months for Priority 3.</i>

A.2 Project summary

Please give a short overview of the project and describe:

- the common challenges and opportunities of the programme area you are jointly addressing 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 transnational
- approach is needed; what is new/original about the project

This summary delivers the first impression of the project. Write here the essential information about your project in an interesting, informative and simple language.

In case the project is approved, this summary will also be used by the programme for communication purposes e.g. published on the Interreg NPA website as well as on www.keep.eu and on the projects' database of the European Commission. Therefore, make sure the text will be understandable by a non-expert audience and will be informative and appealing.

(The summary must be up to 1.000 crt.)

A.3 Project budget overview

Automatically filled in from Section B Partners' budget

Programme funding			Contribution					Total
Funding source	Funding amount	Co-financing rate (%)	Automatic public contribution	Other public contribution	Total public contribution	Private contribution	Total contribution	
ERDF	5,364.45	65.00 %	289.55	2,599.00	2,888.55	0.00	2,888.55	8,253.00
Total EU funds	5,364.45	65.00 %	289.55	2,599.00	2,888.55	0.00	2,888.55	8,253.00
ERDF_IS	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00	0.00
ERDF_NO	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00	0.00
ERDF_FO	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00	0.00
ERDF_GL	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00	0.00
Total	5,364.45	65.00 %	289.55	2,599.00	2,888.55	0.00	2,888.55	8,253.00

A.4 Project outputs and result overview *Automatically filled in from section C.4 Workplan*

Programme Output Indicator	Aggregated value per Programme output indicator	Measurement Unit	Output	Output Title (short)	Output target value	Programme result indicator	Baseline	Result indicator target value	Measurement unit
Organizations cooperating across borders	1.00	organisations	Output 1.1	Output name	1.00	Solutions taken up or up-scaled by organisations	0.00	1.00	Solutions
						<i>The Result Indicator target value must be indicated by the project in Section C.4.</i>			

NOTE
 In order to ensure a solid project logic, applicants are recommended to carefully read the Programme [Manual attachments where each Output and Result indicators are described and defined](#). Project proposals will be assessed also on the base of the consistency between objectives, output and result indicators.

B - Project partners

Partners overview

Automatically filled in from Section B Partners Overview

Number	Status	Name of the Organisation in English	Country	Organisation abbreviation	Partner role	Associated organisations	Partner total eligible budget
1	Active	Partner name in English	Éire/Ireland (IE)	LP Acronym	LP	AP Acronym	7140.00
2	Active	Partner name in English	Suomi/Finland (FI)	PP Acronym	PP		1113.00

B.1 Lead partner	
Partner number	1 <i>Automatically filled in</i>
Partner role	LP <i>Automatically filled in</i>
Name of the Organisation in original language	<i>State partner name in the original language 100 crt</i> <i>This information will be published online</i>
Name of the Organisation in English	<i>State partner name in English 100 crt</i>
Organisation abbreviation	<i>Acronym 25 crt</i>
Department / unit / division	<i>Indicate, if applicable. This will trigger the section: "Address of department / unit / division" below to be filled in.</i> <i>It is not possible to indicate the department and leave the Address of department section empty.</i>
Partner main address	
Country	<i>Select the relevant programme partner country from the list.</i> <i>In some cases, the country names are listed in the original language first e.g. Éire/Ireland, Ísland, Suomi/Finland, Sverige/Sweden, Norge/Norway, while the English denomination is used for Faroe Islands and Greenland.</i>
NUTS 2	<i>Select the relevant NUTS region</i>
NUTS 3	<i>Select the relevant NUTS region</i>
Street, House number, Postal code, City	<i>Insert the relevant data</i>
Homepage	<i>Enter the organisation's website URL</i> <i>This information will be published online</i>
Address of department / unit / division (if applicable)	
Country	<i>Select the relevant programme partner country from the list. The country names are listed in the original language e.g. Suomi for Finland.</i>
NUTS 2	<i>Select the relevant NUTS region</i>
NUTS 3	<i>Select the relevant NUTS region</i>

Street, House number, Postal code, City	<i>Insert the relevant data</i>
Legal and financial information	
Type of partner	<i>Select the relevant type of partner from the drop-down list.</i>
Legal status	<i>Select if the organisation is public or private.</i>
VAT number (if applicable)	<i>Enter VAT Number or similar for the organisation.</i>
PIC (from EC Participant Register)	<i>The Participant Identification Code (PIC) is issued by the European Commission via the Participants portal. You can verify if your organisation has a PIC at this link. If not relevant, type 000 000 000.</i>
Contact	
Legal representative	<i>Type Title, Name and Surname</i>
Contact person	<i>Type Title, Name and Surname This information will be published online</i>
Email	<i>Type email This information will be published online</i>
Telephone no.	<i>Type phone number</i>
Motivation	
Which of the organisation's thematic competences and experiences are relevant for the project?	
<i>Describe the partner's competencies and experiences relevant to the project (1.000 crt).</i>	
What is the role (contribution and main activities) of your organisation in the project?	
<i>Describe the role and tasks that the partner will perform in the project (1.000 crt).</i>	
If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.	
<i>If applicable, please list other EU co-financed projects or other international projects the organisation has participated in and/or managed. (1.000 crt).</i>	

Partner Budget

In this section it is requested that each partner specifies the foreseen cost items under each cost category:

- Staff
- Office and Administration (mandatory as 15% of Staff Costs)
- Travel and Accommodation
- External expertise
- Equipment

Each partner should provide the adequate level of detail for the programme to assess that:

- The project budget is used in accordance with the principles of economy, efficiency and effectiveness, and complies with the eligibility rules of expenditure.
- Sufficient and reasonable resources are planned to ensure project implementation, and the proposal represents value-for-money.

Please refer to the [Programme Manual](#) for a detailed illustration of [eligible costs](#) of a project, [and Jems Instructions for applicants](#) for a step-by-step guide how to fill in the partner's budget.

Applicants are encouraged to check if there are any national restrictions to budget levels, for example by checking national information websites, or by contacting their Regional Contact Point.

Co-financing

Source	Amount	Percentage
ERDF <i>Select the relevant funding source:</i> <ul style="list-style-type: none"> • ERDF for EU Member State partners and partners outside the programme area, • ERDF_NO for Norwegian partners, • ERDF_IS for Icelandic partners, • ERDF_FO for Faroese partners • ERDF_GL for Greenlandic partners 	4,641.00 <i>Automatically filled in</i>	65.00 % <i>Automatically filled in based on selected funding source: 65% for all; 50% Norwegian partners.</i> <i>By default the system will indicate the upper limit of the grant rate. If necessary, can be manually changed, i.e. lowered.</i>
Partner contribution <i>The exact amount to be assigned to the partner contribution is automatically calculated by the system.</i>	2,499.00 <i>Copy the exact value.</i>	35.00 % <i>Automatically calculated</i>

Partner total eligible budget		7,140.00	100.00 %
Origin of partner contribution			
Source of contribution budget	Legal status of contribution	Amount	% of total partner
Organisation	Public	2,499.00	35.00 %
<i>Automatically filled in with the partner name</i>	<i>Select if the contributor is public, private or a designated public body i.e. Automatic Public.</i>	<i>Type the amount</i>	<i>Automatically calculated</i>
Total contribution			
<i>The system will automatically calculate the total partner contributions and indicate any difference in red. It will also notify the applicant if the amounts do not match.</i>			
<i>In case the partner's budget is changed after the co-financing section of the Application form has been filled in, the partner contributions need to be updated! The error will not trigger a warning after the change in this section, but the pre-submission checks will indicate that the contribution needs to be corrected.</i>			
Sub-total public contribution		2,499.00	35.00 %
Sub-total automatic public contribution		0.00	0.00 %
Sub-total private contribution		0.00	0.00 %
Total		2,499.00	35.00 %

State Aid (Ref. Programme Manual section 2.9)	
State aid criteria self-check	
Criterion I: Is the partner involved in economic activities through the project?	
1. Will the project applicant implement activities and/or offer goods/services for which a market exists?	<i>Select YES or NO. If the answer is yes, briefly explain; if NO, type "not applicable".</i>
2. Are there project activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?	<i>Select YES or NO. If the answer is yes, briefly explain; if NO, type "not applicable".</i>
Criterion II: Does the partner receive an undue advantage in the framework of the project?	

<p>1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?</p>	<p><i>Select YES or NO. If the answer is yes, briefly explain., If NO, type "not applicable".</i></p>
<p>2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?</p>	<p><i>Select YES or NO. If the answer is yes, briefly explain; if NO, type "not applicable".</i></p>
<p>Result of State aid criteria self-check:</p>	<p><i>Automatically indicates if there is a risk of State aid based on the answers above.</i></p>
<p>State aid relevant activities</p>	<p><i>In case the result of the State Aid self-check indicates a risk of State aid, please select the project activities which are State Aid relevant. All activities will appear in a drop-down menu after filling in section C.4 Workplan.</i></p>
<p>GBER scheme/de minimis to be filled after approval</p>	<p><i>This will be agreed with the Programme in case of approval.</i></p>

B.1 Project Partner 2	
Partner number	1 <i>Automatically filled in</i>
Partner role	LP <i>Automatically filled in</i>
Name of the Organisation in original language	<i>State partner name in the original language 100 crt</i>
Name of the Organisation in English	<i>State partner name in English 100 crt</i> <i>This information will be published.</i>
Organisation abbreviation	<i>Acronym 25 crt</i>
Department / unit / division	<i>Indicate, if applicable. This will trigger the section: "Address of department / unit / division" below to be filled in.</i> <i>It is not possible to indicate the department and leave the Address of department section empty.</i>
Partner main address	
Country	<i>Select the relevant programme partner country from the list. In some cases, the country names are listed in the original language first e.g. Éire/Ireland, Ísland, Suomi/Finland, Sverige/Sweden, Norge/Norway, while the English denomination is used for Faroe Islands and Greenland.</i>
NUTS 2	<i>Select the relevant NUTS region</i>
NUTS 3	<i>Select the relevant NUTS region</i>
Street, House number, Postal code, City	<i>Insert the relevant data</i>
Homepage	<i>Enter the organisation's website URL</i> <i>This information will be published.</i>
Address of department / unit / division (if applicable)	
Country	<i>Select the relevant programme partner country from the list. The country names are listed in the original language e.g. Suomi for Finland.</i>
NUTS 2	<i>Select the relevant NUTS region</i>
NUTS 3	<i>Select the relevant NUTS region</i>

Street, House number, Postal code, City	<i>Insert the relevant data</i>
Legal and financial information	
Type of partner	<i>Select the relevant type of partner from the drop-down list.</i>
Legal status	<i>Select if the organisation is public or private.</i>
VAT number (if applicable)	<i>Enter VAT Number or similar for the organisation.</i>
PIC (from EC Participant Register)	<i>The Participant Identification Code (PIC) is issued by the European Commission via the Participants portal. You can verify if your organisation has a PIC at this link.</i> <i>If not relevant, type 000 000 000</i>
Contact	
Legal representative	<i>Type Title, Name and Surname</i>
Contact person	<i>Type Title, Name and Surname</i> <i>This information will be published.</i>

Contact	
Email	<i>Type email</i> <i>This information will be published.</i>
Telephone no.	<i>Type phone number</i> <i>This information will be published.</i>
Motivation	
Which of the organisation's thematic competences and experiences are relevant for the project?	
<i>Describe the partner's competencies and experiences relevant to the project (1.000 crt).</i>	
What is the role (contribution and main activities) of your organisation in the project?	
<i>Describe the role and tasks that the partner will perform in the project (1.000 crt).</i>	
If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.	
<i>If applicable, please list other EU co-financed projects or other international projects the organisation has participated in and/or managed. (1.000 crt).</i>	

Co-financing			
Source		Amount	Percentage
ERDF <i>Select the relevant funding source:</i> <ul style="list-style-type: none"> • ERDF for EU Member State partners and partners outside the programme area, • ERDF_NO for Norwegian partners, • ERDF_IS for Icelandic partners, • ERDF_FO for Faroese partners • ERDF_GL for Greenlandic partners 		723.45 <i>Automatically filled in</i>	65.00 % <i>Automatically filled in based on selected funding source: 65% for all; 50% Norwegian partners.</i>
Partner contribution <i>The exact amount to be assigned to the partner contribution is automatically calculated by the system.</i>		389.55 <i>Automatically calculated</i>	35.00 % <i>Automatically calculated</i>
Partner total eligible budget		1,113.00	100.00 %
Origin of partner contribution			
<p><i>Typically, the partner organization will contribute with own resources to co-finance the project budget.</i></p> <p><i>When an external public contribution is expected but not yet secured (e.g. Regional funds) the applicant should indicate the best estimate.</i></p>			
Source of contribution	Legal status of contribution	Amount	% of total
PP Acronym <i>Type the organization name</i>	Public <i>Select Public, Private or Automatic Public from drop-down</i>	100.00 <i>Type the relevant amount.</i>	8.98 % <i>Automatically calculated</i>
<i>Other sources of contribution can be added</i>	<i>Select Public, Private or Automatic Public from drop-down</i>	289.55 <i>Insert the relevant amount</i>	26.01 % <i>Automatically calculated</i>
<p><i>The system will automatically calculate the total partner contributions and indicate any difference in red. It will also notify the applicant if the amounts do not match.</i></p> <p><i>In case the partner's budget is changed after the co-financing section of the Application form has been filled in, the partner contributions need to be updated!</i></p>			

Total contribution		
Sub-total public contribution	100.00	8.98 %
Sub-total automatic public contribution	289.55	26.01 %
Sub-total private contribution	0.00	0.00 %
Total	389.55	35.00 %
State Aid (Ref. Programme Manual section 2.9)		

State aid criteria self-check	
Criterion I: Is the partner involved in economic activities through the project?	
1. Will the project applicant implement activities and/or offer goods/services for which a market exists?	<i>Select YES or NO. If the answer is yes, briefly explain, If NO, type "not applicable".</i>
2. Are there project activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?	<i>Select YES or NO. If the answer is yes, briefly explain, If NO, type "not applicable".</i>
Criterion II: Does the partner receive an undue advantage in the framework of the project?	
1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?	<i>Select YES or NO. If the answer is yes, briefly explain, If NO, type "not applicable".</i>
2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?	<i>Select YES or NO. If the answer is yes, briefly explain, If NO, type "not applicable".</i>
Result of State aid criteria self-check:	<i>Automatically indicates if there is a risk of State aid based on the answers above.</i>

<p>State aid relevant activities</p>	<p><i>In case the result of the State Aid self-check indicates a risk of State aid, please select the project activities which are State Aid relevant. All activities will appear in a drop-down menu after filling in section C.4 Workplan.</i></p>
<p>GBER scheme/de minimis to be filled after approval</p>	<p><i>This will be agreed with the Programme in case of approval.</i></p>

Associated organisations

Number	Status	Name of the Organisation in original language	Partner to which the organisation is associated to
1	Active	AP Acronym	LP

AP Acronym AO1	
Partner number	LP1 <i>Name of the project partner to which this organization is associated. Select the relevant partner.</i>
Name of the Organisation in original language	<i>State partner name in the original language (100 crt)</i>
Name of the Organisation in English	<i>State partner name in English (100 crt)</i>
Country	<i>Select the relevant programme partner country from the list. Some country names are listed in the original language e.g. Suomi/Finland, Norge/Norway, Sverige/Sweden, Eire/Ireland, Ísland/Iceland, whereas Greenland and Faroe Islands are listed in English.</i>
NUTS 2	<i>Select the relevant NUTS region</i>
NUTS 3	<i>Select the relevant NUTS region</i>
Street, House number, Postal code, City	<i>Insert the relevant data</i>
Legal representative	<i>Type Title, Name and Surname</i>
Contact person	<i>Type Title, Name and Surname</i>
Email	<i>Type email</i>
Telephone no.	<i>Type telephone number</i>
Partner role	<i>Describe the role of the associated partner and why its involvement is important for achieving the project specific objectives. (2.000 crt)</i>

C - Project description

C.1 Project overall objective

Programme [priority specific objective](#) chosen in section A.1.

Select the relevant programme specific objective from the drop-down list.

Project overall objective

Please define the overall objective of the project. Make sure that it clearly contributes to the selected programme specific objective and falls within the scope of the action(s) supported inside the programme's objective.

The overall objective should:

- be realistically achievable by the end of the project, or shortly after;
- describe the broader goal of the project for the benefit of its target group(s), pointing to the results (change) to be achieved;
- be measurable.

Describe the project overall objective (500 crt).

The project overall objective provides the general context for what the project is trying to achieve, and aligns with the programme priority specific objective. It relates to the strategic aspects of the project.

C.2 Project relevance and context

C.2.1 What are the common territorial challenge(s) or joint asset(s) that will be addressed by the project?

Referring to the challenges and opportunities identified in the [Interreg NPA Cooperation Programme document](#), please describe which ones are going to be addressed by your project and why.

Please use up to 1.000 characters.

C.2.2 How does the project approach the identified common challenges and/or opportunities and what is new about the approach the project takes?

Please describe the project approach chosen to address the challenges and opportunities described in C.2.1. Please also explain how the approach goes beyond existing practice in the sector, programme area, and participating countries, demonstrating the innovativeness of the approach.

Please use up to 1.000 characters.

C.2.3 Why is transnational 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 describe what is the added value for the partnership and the project area in taking a transnational cooperation approach.

Please use up to 1.000 characters.

C.2.4 Who will benefit from your project outputs?

Please select the relevant target groups from the drop-down list. For each of them, please provide a more detailed specification and explain how they will benefit from your project outputs and results. Please ensure consistency with the target groups addressed in the activities (section C.4).

Target Group	Specification
<i>Select from the target groups from the drop-down list</i>	<i>Describe how each target group will benefit from the project outputs and results. (500 crt for each target group)</i>
<p><i>List of target group organisations:</i></p> <ul style="list-style-type: none"> • <i>Local/Regional/National Public authority,</i> • <i>Sectoral agency,</i> • <i>Infrastructure and (public) service provider,</i> • <i>Interest groups including NGOs,</i> • <i>Higher education and research organisations,</i> • <i>Education/training centre and school,</i> • <i>Enterprise, SMEs, Business support organisation, including larger enterprises</i> • <i>EGTC, European Grouping of Territorial Cooperation</i> • <i>International organisation,</i> • <i>EEIG, European Grouping of Economic Interest</i> • <i>General public,</i> • <i>Hospitals and medical centres,</i> • <i>Other</i> 	

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

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

Strategy	Contribution
<p>Select the relevant strategies from the drop-down menu.</p>	<p>Please describe the project's contribution to each relevant strategies and policies; in particular, if applicable what concrete measures does the project take to align with these strategies.</p> <p>(500 crt)</p>
<p>List of Strategies available in the drop-down menu:</p> <ul style="list-style-type: none"> • EU Strategy for the Baltic (The Strategy is divided into three objectives, which represent the three key challenges of the Strategy: saving the sea, connecting the region and increasing prosperity. Each objective relates to a wide range of policies and has an impact on the other objectives) • A stronger EU engagement for a peaceful, sustainable and prosperous Arctic Strategy (The EU's updated Arctic policy aims to help preserve the Arctic as a region of peaceful cooperation, to slow the effects of climate change, and to support the sustainable development of Arctic regions to the benefit of Arctic communities, not least Indigenous Peoples, and future generations.) • Atlantic action plan 2.0 (Its main objective is to unlock the potential of blue economy in the Atlantic area while preserving marine ecosystems and contributing to climate change adaptation and mitigation.) • European Green Deal (This is a strategic policy integrating and prioritizing green objectives across diverse investments and initiatives at EU and National level) • Territorial Agenda 2030 (This policy document provides an action-oriented framework to promote territorial cohesion in Europe paying more attention to the diversity of places in Europe) • Other 	

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of? How will your project make use of synergies with other Interreg projects (especially from other transnational and Arctic Cooperation programmes), and other EU, international or local initiatives (e.g. Horizon, Nora, national/regional programmes, etc)?

Project or Initiative	Synergy
<i>Type the name of the project or initiative</i>	<i>If applicable, consider where this project is positioned in relation to other potential funding streams. Is this project part of a longer term strategy to advance the results through other available funding streams? (500 crt for each initiative)</i>
<i>Click on the "+" icon to add a new initiative.</i>	

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 builds on.

Please use up to 1.000 characters.

C.3 Project partnership

What is the rationale of the partnership composition and how are partners complementary to each other? Please describe the structure of your partnership and why the involved partners are needed to implement the project and to achieve the project objectives.

Please use up to 1.000 characters.

C.4 Project work plan

NOTE

Please read carefully Programme Manual [sections 2.3](#) and [2.4](#) and the definitions of indicators before completing the project workplan.

Each work package should represent a milestone, or major developmental step in the project lifecycle necessary to be able to achieve the overall project objective.

It is recommended to have **up to 3 work packages**. Please note that projects should not create separate work packages for management and communication. Instead, communication is integrated in all work packages, and management is addressed in section C.7

Work package 1

Work package title

Please give a short title to the Work Package. (100 crt).

Click on the Work Package number to edit the content of the WP, to add activities, deliverables and outputs.

Objectives

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

- realistically achievable by the end of the project;
- specific;
- measurable – indicate the change aimed for.

Each work package should express a project specific objective. This means that each WP should represent a milestone, or major developmental step in the project lifecycle necessary to be able to achieve the overall project objective. (250 crt)

To be able to deliver a work package, the project may need to engage with relevant target groups, for example through awareness raising, changing attitudes or beliefs, or changing behaviour. For this reason, applicants are asked to formulate one or more communication objectives.

To be able to deliver a work package, the project may need to engage with relevant stakeholders, for example through awareness raising, changing attitudes or beliefs, or changing behaviour. Read more about [developing project communication](#).

For this reason, where relevant, applicants are asked to formulate one or more communication objectives, necessary to be able to achieve the project specific objective for the given work package.

Project communication activities are therefore to be described under each relevant work package. (500 crt)

Activities

Activity 1.1	
Title	<i>Please give a short title to the activity (200 crt)</i>
Start period	<i>Select the period in which the activity will begin</i>
End period	<i>Select the period in which the activity will end</i>
Description	<p><i>Please give a clear description of the activity. (1.000 crt)</i></p> <p><i>An activity is a specific task performed for which resources are used. It's a work package component which may or may not result in a specific deliverable but should contribute to the delivery of project output(s).</i></p>
Participating partners	<i>Select the partners involved from the drop-down list.</i>
<i>Click on "Add Activity" to input a new Activity.</i>	

Deliverable 1.1			
Running Number	Deliverable title	Description	Delivery period
<i>Automatically filled in</i>	<i>Please give a short title to the activity (100 crt)</i>	<p><i>A deliverable is a side-product or service of the project that contributes to the development of project output(s).</i></p> <p><i>Please give a brief description of the deliverable. (300 crt)</i></p>	<i>Select the period in which the deliverable will be finalized.</i>
<i>Click on the icon "+" to input a new deliverable.</i>			

NOTE

In order to ensure a solid project logic, applicants are recommended to carefully read the Programme Manual [annexes](#) where each Output and Result indicators are described and defined.

Project proposals will be assessed also on the base of the consistency between objectives, output and result indicators.

NOTE

Please note that **Output Indicator RCO87 Organisations cooperating across borders** is *mandatory* and should count all the project partners and associated organizations.

Outputs

Carefully read the Programme Manual before completing this section.

All projects must select Output Indicator RCO87 Organisations cooperating across borders and count in this indicator the project partners and associated organizations.

Output 1.1	
Output Title (short)	<i>Please give a short title to the output (200 crt)</i>
Programme Output Indicator	<i>Select from the drop-down menu list of Output Indicators</i>
Measurement Unit	<i>Automatically filled in after the programme output indicator has been selected.</i>
Target Value	<i>Type target value. Applicants must set a realistic target value for the output indicator, which they expect to achieve by the end of the project lifetime.</i>
Delivery period	<i>Select the delivery period</i>
Output Description	<p><i>Please describe the output that will actually be produced by the project, with the aim of leading to a positive impact on the project's target groups.</i></p> <p><i>Provide details demonstrating how the achievement of the output indicator(s) will be evidenced through supporting documentation.</i></p> <p><i>(500 crt)</i></p>
<i>Click on "Add Output" to create a new output section.</i>	

C.5 Project Results *(ref. Programme Manual [chapter 2.3](#) and [6.Annexes](#))*

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

Result 1	
Programme result indicator	<i>The project result should contribute to the result indicator(s). Select from the drop-down menu list of Result Indicators</i>
Measurement unit	<i>Automatically filled in after the programme output indicator has been selected.</i>
Baseline	0.00
Target value	<i>Type target value. Applicants must set a realistic target value for the result indicator, which they expect to achieve by the end of the project lifetime, or in some cases within one year after project completion</i>
Delivery period	<i>Select the delivery period</i>
Result description	<p><i>The project result is the direct impact of carrying out the project, describing how the project outputs benefit the target groups of the project.</i></p> <p><i>Describe what will change through the activities implemented and the outputs delivered by the project. The project result should contribute to the result indicator(s).</i></p> <p><i>The project should describe what the result will look like in the context of the project, and plan for collecting data and documentation, to be able to support the achievement of the result indicator in progress reports.</i></p> <p>(1.000 crt)</p>

C.6 Project Time Plan

Automatically filled from section C.4

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
WP1 Please give a short title to the Work Pa...						
<i>A1.1 Please give a short title to the ac...</i>						
<i>A1.2 Please give a short title to the ac...</i>						
<i>RCO87_1.1</i>			O1.1			
Result indicator						
<i>RCR104_1.1</i>			R1			

In this table, outputs and results are identified by their codes, e.g. RCO87_1.1, and not by their title. The codes are visible in section C.4 Outputs, as well as listed in detail in the Cooperation Programme and Programme Manual.

C.7 Project management

In addition to the thematic work planned in the Work Plan (C.4), the project needs enough resources for project management, coordination and internal communication.

C.7.1 How will you coordinate the project?

Please describe how the project management on the strategic and operational level will be carried out, including the set-up of management structures, responsibilities and procedures, as well as risk

Please use up to 1.000 characters.

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

Describe the approach, processes and responsible partners for quality management. If you plan to carry out any type of project evaluation, please describe its purpose and scope here.

Please use up to 1.000 characters.

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

Explain how the communication objectives (ref. work plan C.4) will help achieving the project result(s). Please add who will coordinate project communication and how the involvement and contribution of all partners will be organised. What tools and channels will be used to support the uptake of your project results? Please acknowledge the mandatory communication requirement (ref. Programme Manual chapter [2.5](#) and [4.6](#)) and note that all communication activities should be included in the relevant work packages, not in this section.

Please use up to 1.000 characters.

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)?

Please describe how you will ensure a smooth reporting process between partners and their controllers, as well as partners and the Lead Partner. Please also reflect on how the Lead Partner will monitor spending levels, keep an eye on the need for changes, ensure that reporting deadlines are kept, and ensure a swift transfer of funds to the partnership.

Please use up to 1.000 characters.

C.7.5 Cooperation criteria (Ref Programme Manual section 2.3)

For each cooperation criterion, describe briefly how they will be implemented in your project.

Please note that the joint development, joint implementation and joint financing criteria are mandatory.

Cooperation criteria		Description
Joint development	Select Yes	<i>Describe briefly how it will be implemented in the project. (500 crt)</i>
Joint implementation	Select Yes	<i>Describe briefly how it will be implemented in the project (500 crt)</i>
Joint staffing	Select Yes/No	<i>Describe briefly how it will be implemented in the project. (500 crt)</i>
Joint financing	Select Yes	<i>Describe briefly how it will be implemented in the project. (500 crt)</i>

C.7.6 Horizontal principles (Ref Programme Manual section 2.6)

Please indicate how your project contributes to the horizontal principles ([see the Programme Manual](#)).

Horizontal principles	Type of contribution	Description of contribution
Sustainable development	Select Positive/Neutral/Negative	<i>Please indicate how your project incorporates the horizontal principle in its daily implementation, and indicate whether it will have negative, neutral or positive effects. (1.000 crt)</i>
Equal opportunities and non-discrimination,	Select Positive/Neutral/Negative	<i>Please indicate how your project incorporates the horizontal principle in its daily implementation, and indicate whether it will have negative, neutral or positive effects. (1.000 crt)</i>
Equality between men and women.	Select Positive/Neutral/Negative	<i>Please indicate how your project incorporates the horizontal principle in its daily implementation, and indicate whether it will have negative, neutral or positive effects. (1.000 crt)</i>

C.8 Long-term plans

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

C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs (and relevant deliverables) developed by the project, and explain how they will be made available at local and/or transnational level.

Please use up to 1.000 characters.

C.8.2 Durability

Outputs and deliverables should be made available and used by relevant target groups (project partners or end users) after the project's lifetime, to have a lasting effect in the programme area. Please describe how and by whom the outputs and deliverables will be used after the end of the project.

Please use up to 1.000 characters.

C.8.3 Transferability

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

Please use up to 1.000 characters.

D. Project Budget

The following budget breakdown can be viewed in Jems after the individual partners' budget have been filled in in section B.:

- *D.1 Project budget per co-financing source (fund) - breakdown per partner*
- *D.2 Project budget - overview per partner / per cost category*

In addition, detailed budget tables can be exported in Excel format from the project Export section:

- **Partners Budget:** *this table contains all budget data (programme funding, contribution, detailed cost category breakdown) of each project partner.*
- **Programme Funding and Contribution:** *this table summarises for each partner the programme funding and the contribution amounts.*
- **Budget per partner and budget line:** *this table summarises for each partner the total budget per cost category.*