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**Interreg IPA CBC Italy – Albania – Montenegro Programme**

**Off-line template of   
the application form   
for the first call for proposals**



**APPLICATION FORM 1st CALL**

*Please note that the application form has to be completed and submitted via the electronic monitoring system of the programme (eMS).*

*This offline template is for information purposes only and could be subjected to little changes. Any modification will be promptly updated on the Programme available website before the eMS link publication.*

**SECTION A – Project summary**

**A.1 Project identification**

|  |  |  |
| --- | --- | --- |
| Programme priority | | *Drop down menu* |
| Programme priority specific objective | | *Drop down menu* |
| Project acronym | | *Max 15 characters* |
| Project title | | *Max 200 characters* |
| Project number | | *Automatically inserted* |
| Name of the lead partner organisation/original language | | *Automatically inserted from partner section* |
| Name of the lead partner organisation/English | | *Automatically inserted from partner section* |
| Project duration  *(max. 24months)* | Start date | *Calendar selection DD.MM.YYYY* |
| *(automatically calculated – in months)* | End date | *Calendar selection DD.MM.YYYY* |

**A.2 Project summary**

|  |
| --- |
| Please give a short overview of the project and describe in the style of a press release (please cover all the points below)   * 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 who will benefit from them * the approach you plan to take and why is cross border approach needed what is new/original about it |
| *Max 2000 characters* |

**A.3 Project outputs** *(automatically filled-in from the work plan)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Programme output indicator*** | ***Project output indicator target*** | ***Measurement unit*** | ***Project output quantification (target)*** | ***Project output number*** | ***Project output (title)*** |
| *Programme output indicator 1*  *(automatically inserted from WP)* | *Automatically calculated from the aggregation of the provided quantification* | *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Programme output indicator 2 xx*  *(automatically inserted from WP)* | *Automatically calculated from the aggregation of the provided quantification* | *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Investment specification x*  *(automatically inserted from WP)* | *Automatically calculated from the aggregation of the provided quantification* | *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| *Pre-filled* | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |

**SECTION B –Partners**

**Partner list** *(table automatically generated by the system)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Partner name** | **Nationality** | **Inside programme area** | **Abbreviation** | **Role** | **Associated to (in case of AP)** |
| *Continuous numbering* | *(automatically inserted from partner section)* | *Automatically filled in* |  | *Automatically filled in* | *LP/PP* |  |
| *Continuous numbering* | *(automatically inserted from partner section)* | *Automatically filled in* |  | *Automatically filled in* | *LP/PP* |  |
|  | **….** |  |  |  |  |  |

**Partnership Description**

|  |
| --- |
| **Partnership Concept**   * What types of organization, from which territory, will be working together * How are the roles distributed? * Who does what? |
| *Max 2000 characters* |
| **Strategic Partnership**   * What profiles of organization, does a project objective require for an efficient partnership? * Where are these competences in the Programme area? * How should roles be distributed for the whole project benefit? |
| *Max 1000 characters* |
| **Associated Partnership**  If associated partners have committed to help the partnership to reach the project objective, describe how they will contribute to the project   * What geographical scope do they cover? * What political scope, if any, do they have? * How are they involved in the partnership? |
| *Max 2000 characters* |

|  |  |  |
| --- | --- | --- |
| **B.1 Lead partner/project partner**  (to be duplicated for each partner involved ) | | |
| Project partner number | | *Automatically filled in* |
| Partner role in the project | | *Drop down menu (LP, PP)* |
| Partner name (as in the legal registration Act | | *Max 300 characters* |
| Partner name in English | | *Max 300 characters* |
| Abbreviation | |  |
| Department/unit/division /if applicable) | | *Max 300 characters* |
| Address | | |
| Country (NUTS 0) | | *Drop down menu* |
| Name of Other Region  From All Region | | *Click if applicable* |
| Region (NUTS 2) | | *Drop down menu* |
| Sub-region (NUTS 3) | | *Drop down menu* |
| Street, house number, postal code, city | | *Max 200 characters* |
| Website | | *Max 200 characters* |
| Legal and financial information | | |
| Type of partner | | *Drop down menu (see annex IV of the application manual - type of partner and target group classification)* |
| VAT number/other National identifying number | | *Max 200 characters* |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | | *Drop down menu (yes/partly/no) – if partly explain how* |
| Co-financing % | | *Automatically entered depending on the country the partner is located in (information is automatically transferred to the budget section)* |
| Legal status | | *Drop down menu [public/private]* |
| I would like to receive advanced payment | | *Drop down menu [yes/no]* |
| Legal representative | | *First Name, Last name* |
| e-mail address | |  |
| telephone | |  |
| Contact person | | *First Name, Last name* |
| e-mail address | |  |
| telephone | |  |
| **Experiences of partner** | | |
| Competences  Which are the organisation’s thematic competences and experiences relevant for the project? What is the main business of the organisation? | *Max 1500 characters* | |
| Role in the project  What is the partner’s role (and responsibility) in the project? What is the expected benefit for the organisation from participating in the project?  Is the organisation performing any economic activity within the project or as a result of it? | *Max 1500 characters* | |
| EU/international projects experience  If applicable, describe the organisation’s experience with EU co-financed or other international projects (both participation and their management). In case of lead partner, please describe your capacity to manage a cross border cooperation project. | *Max 1500 characters* | |

|  |  |
| --- | --- |
| **B.2 Associated partner**  (to be duplicated for each associated partner involved) | |
| Project partner number | *Automatically filled in* |
| Partner name (as in the legal registration Act | *Max 300 characters* |
| Partner Name in English | *Max 300 characters* |
| Associated to partner | *Drop down menu* |
| Address | |
| Country (NUTS 0) | *Drop down menu* |
| Name of Other Region  From All Region | *Click if applicable* |
| Region (NUTS 2*)* | *Drop down menu* |
| Sub-region (NUTS 3) | *Drop down menu* |
| Street, house number, postal code, city | *Max 200 characters* |
| Legal representative | *First Name, Last name* |
| *e-mail address* |  |
| *telephone* |  |
| Contact person | *First Name,Last name* |
| *e-mail address* |  |
| *telephone* |  |
| **Partner Role in the project**  What is the partner’s role (and responsibility) in the project? | *Max 1000 characters* |
| **Benefit Description**  What is the expected benefit for the organisation from participating in the project?  Is the organisation performing any economic activity within the project or as a result of it? | *Max 1000 characters* |

**SECTION C – Project description**

**C.1 Project relevance**

|  |
| --- |
| **Territorial Challenge**  What are the common territorial challenges that will be tackled by the project?  *Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed. Please specify the situation for the territories participating in the project.* |
| *Max 2000 characters* |
| **Project Approach**  What is the project’s approach in addressing these common challenges and/or joint assets and what is innovative 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. Please explain how far the approach goes beyond existing practice in the sector and/or participating regions.* |
| *Max 2000 characters* |
| **Cooperation Reason**  Why is cross border cooperation needed to achieve the project’s objectives and results?  *Please explain why the project goals cannot be efficiently reached acting only on a national/regional/ local level and/or describe what benefits the project partners/target groups/project area gain in taking a cross border approach.* |
| *Max 2000 characters* |

|  |  |  |
| --- | --- | --- |
| **Cooperation criteria**  What is the degree of cross border cooperation within the partnership? Please select at least 3 cooperation criteria that apply to the project and provide a brief explanation. | | |
| Cooperation criteria | | Description |
| Joint development | ***tickbox*** | *Max 300 characters* |
| Joint implementation | ***tickbox*** | *Max 300 characters* |
| Joint staffing | ***tickbox*** | *Max 300 characters* |
| Joint financing | ***tickbox*** | *Max 300 characters* |

**C.2 Project focus**

|  |  |
| --- | --- |
| **Programme specific objective** | ***Automatically filled in*** |
| **Project objectives, expected result and main outputs** | |
| What is the main overall objective of the project and how does it link to the programme specific objective?  *Specify the project main objective (s) and describe its contribution to the Programme specific objective*  *Specify expected results and main outputs* | |
| *Max 2000 characters* | |

|  |
| --- |
| **Programme result (pre-defined)** |
| *Programme result indicator* to which the project has to contribute |
| *Programme result indicator corresponding to the selected programme specific objective will be filled in automatically* |
| **Project main results** |
| What are the project’s main results and how do they link to the programme result indicator?  *Please specify your one or more project main results and describe their contribution to the programme result indicator.* |
| *Max 1000 characters* |

|  |  |
| --- | --- |
| **Project Specific objectives** | |
| Please provide a short explanation on the defined specific objectives?  Define max. 3 specific objectives of the project. | |
| **Project Specific Objective Title** | Project Specific Objective Explanation |
|  | *Max 1000 characters* |
|  | *Max 1000 characters* |
|  | *Max 1000 characters* |

|  |
| --- |
| **Durability and Transferability** |
| **Durability of main outputs and results**  How will the project ensure that project outputs and result/s will have a lasting effect beyond project duration?  *Please describe concrete measures (including institutional structures, financial resources, etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project`s outputs and results. Explain how outputs will be further used once the project has been finalised and, if relevant, explain who will be responsible and/or who will be the owner of outputs. Please take care to ensure a link between this description and the one reported in Section „WorkPlan“.* |
| *Max 2000 characters* |
| **Transferability of main outputs and results**  How will the project ensure that project outputs and results are applicable and replicable by other organisations/regions/countries outside of the current partnership?  *Please describe to what extent it will be possible to transfer the outputs and results to other**organisations/regions/countries outside of the current partnership. Please take care to ensure a link between this description and the one reported in Section „WorkPlan“.* |
| *Max 2000 characters* |

**C.3 Project context**

|  |
| --- |
| **Project contribution to wider strategies and policies**  How does the project contribute to wider strategies and policies?  *Please describe the project`s contribution to relevant EU/national/regional policies and/or strategies other than EUSAIR in the thematic domain(s) addressed by the project.* |
| *Max 1000 characters* |

|  |  |  |
| --- | --- | --- |
| **Indicate Header**  Describe if the project contributes to one of the topics of intervention of EUSAIR and to its indicative action(s) and describe in what way.  *Please specify the project added value in order to reach the concrete priorities for the macro-region.* | | |
| EU Strategy for the Adriatic and Ionian Region (EUSAIR) | *tickbox* | *Max 2000 characters* |

|  |
| --- |
| **Synergies**  What are the synergies with other past or current EU and other projects or EU-initiatives the project makes use of? In particular in case the partner participate in more than 5 project applications within this call, please provide additional information on the organization, coordination and synergies of activities, avoiding overlapping. |
| *Max 2000 characters* |

|  |
| --- |
| **Knowledge**  How does the project make use of building available knowledge? *Please describe the experiences/lessons learned the project drawn on, and other available knowledge the project capitalises on*. |
| *Max 1000 characters* |

**C.4 Horizontal principles**

**Horizontal principles**

|  |  |  |
| --- | --- | --- |
| Please indicate which type of contribution to horizontal principles applies to the project, and justify the choice | | |
| **Horizontal principles** | **Possible effect** | **Description of possible effects and/or planned measures** |
| Sustainable development | *(****drop down value list****)*  *Choose from: neutral, positive effects, negative effects* | *Max 750 characters* |
| Equal opportunities and non-discrimination | *(****drop down value list****)*  *Choose from: neutral, positive effects, negative effects* | *Max 750 characters* |
| Equality between man and woman | *(****drop down value list****)*  *Choose from: neutral, positive effects, negative effects* | *Max 750 characters* |

**C.5 Project Risks (max 3)**

|  |
| --- |
| **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Risk Impact (***drop down menu)*** low Risk, likelihood, not likely |
| **Risk Description**  What are the factors and conditions not under the direct control of the project which have to be considered? |
| *Max 1000 characters* |
| **Risk Mitigation**  Please describe the options and actions to enhance opportunities and mitigate threats to project objectives |
| *Max 1000 characters* |

*Add project risk and duplicate the 2 above description sections if any*

**C.6 Additional Thematic Result Indicators (**not compulsory)

|  |  |  |  |
| --- | --- | --- | --- |
| **Thematic result indicators** | | | |
| Please indicate to which indicators the project results will contribute (selecting those indicators of relevance for the project scope and the planned achievements) and provide a quantification of the target together with a brief explanation specifying the expected contribution. | | | |
| **Thematic result indicator** | **Measurement unit** | **Target** | **Explanations** |
| Number of institutions adopting new and/or improved strategies and action plans | Institutions |  | *Max 500 characters* |
| Number of institutions applying new and/or improved tools and services | Institutions |  | *Max 500 characters* |
| Amount of funds leveraged based on project achievements | EUR |  | *Max 500 characters* |
| Number of jobs created (FTE) based on project achievements | FTE |  | *Max 500 characters* |
| Number of trained persons | Persons |  | *Max 500 characters* |
| **Communication result indicators** | | | |
| Please provide a quantification of the targets for each of the communication result indicators together with a brief explanation. | | | |
| **Communication result indicator** | **Measurement unit** | **Target** | **Explanations** |
| Visits to the project website | Number of stakeholders reached |  | *Max 500 characters* |
| Participants at project events | Number of stakeholders reached |  | *Max 500 characters* |
| Articles, TV/radio news / reportage, etc. on local and international press | Number of publications, radio/ video productions |  | *Max 500 characters* |
| Cross-border events, jointly organized by project partners | Number of joint events |  | *Max 500 characters* |

**SECTION D Work plan**

**Work package list**

(overview on work packages as defined in the work plan *- automatically filled in from WPs)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package type (number)** | **WP name** | **Start date** | **End date** |
| **P Preparation & Closure** | Preparation & Closure | *Automatically inserted from WP* | *Automatically inserted from WP* |
| **M Management** | Management | *Automatically inserted from A.1 project start)* | *Automatically inserted from A.1 project end)* |
| **T Implementation** | *Automatically inserted from WP* | *Automatically inserted from WP* | *Automatically inserted from WP* |
| **Communication** | Communication | *Automatically inserted from WP)* | *Automatically inserted from WP)* |

**Time line** *(Gantt chart automatically generated from the work plan, visualising work packages including outputs, activities and deliverables)*

**D.1 Work package description**

**WP type: Preparation & Closure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WP | | Title | Start date (month) | End date (month) | Budget (excluding the net revenues) |
| *Preparation P* | | **Project preparation & Closure** | *Manually inserted from calendar* | *Manually inserted from calendar* | *Total budget*  *Automatically Inserted from budget table* |
| **Partners’ involvement** | | | | | |
| *tickbox* | *PP number, name, abbreviation*  *Automatically inserted from section B* | | | | |
| **Summary** | | | | | |
| *Max 2000 characters* | | | | | |

**WP type: Management**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WP | | | Title | Start date (month) | End date (month) | Budget (excluding the net revenues) | |
| *Management M* | | | **Project management** | *Automatically inserted from A.1 project start)* | *Automatically inserted from A.1 project end)* | *Total budget*  *Automatically Inserted from budget table* | |
| Responsible partner | | | | *Lead Partner automatically inserted from Part B* | | | |
| **Partners’ involvement** | | | | | | | |
| *tickbox* | *PP number, name, abbreviation*  *Automatically inserted from section B* | | | | | | |
| *tickbox* | *PP number, name, abbreviation*  *Automatically inserted from section B* | | | | | | |
| *tickbox* | *PP number, name, abbreviation*  *Automatically inserted from section B* | | | | | | |
| *tickbox* | *PP number, name, abbreviation*  *Automatically inserted from section B* | | | | | | |
| **Description**  Describe the WP objective and how the management on the strategic and operational level will be carried out in the project, specifically:   * structure, responsibilities and procedures for the day-to-day management and co-ordination; * internal communication within the partnership; * reporting and evaluation procedures; * risk and quality management   Indicate whether it is foreseen to outsource the project management. | | | | | | | |
| *Max 2000 characters* | | | | | | | |
|  | | | | | | | |
| **Activity A.M.1**  *(continuous, automatic number)* | | *Activity title:*  *i.e Start-up Activities* | | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | | *Indicative budget*  *Manually inserted* |
| **Activity Description** | | *Max 2000 characters* | | | | | |
| **Deliverables for Activity M.1** | | | | | | | |
| *D.M.1.1*  *(continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | *Description of deliverable*  *Max 300 characters* | *Target value* | | *Delivery month Manually inserted from calendar* |
| *D.M.1.2 (continuous, automatic number)* | | *Deliverable Title*  *Max 100 characters* | | *Description of deliverable*  *Max300characters* | *Target Value* | | *Delivery month Manually inserted from calendar* |
| *….* | |  | |  |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity A.M.2**  *(continuous, automatic number)* | *Activity title:*  *i.e Project management, coordination* | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | *Indicative budget*  *Manually inserted* |
| **Activity Description** | *Max 2000 characters* | | | |
| **Deliverables for Activity M.2** | | | | |
| *D.M.2.1 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max 300 characters* | *Target value* | *Delivery month Manually inserted from calendar* |
| *D.M.2.2 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max300characters* | *Target Value* | *Delivery month Manually inserted from calendar* |
| *….* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Activity A.M.3***  *(continuous, automatic number)* | *Activity title:*  *i.e Steering and monitoring of the project implementation* | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | *Indicative budget*  *Manually inserted* |
| **Activity Description** | *Max 2000 characters* | | | |
| **Deliverables for Activity M.3** | | | | |
| *D.M.2.1 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max 300 characters* | *Target value* | *Delivery month Manually inserted from calendar* |
| *D.M.2.2 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max300characters* | *Target Value* | *Delivery month Manually inserted from calendar* |
| *….* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Activity A.M.4***  *(continuous, automatic number)* | *Activity title:*  *i.e Financial management* | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | *Indicative budget*  *Manually inserted* |
| **Activity Description** | *Max 2000 characters* | | | |
| **Deliverables for Activity M.4** | | | | |
| *D.M.4.1 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max 300 characters* | *Target value* | *Delivery month Manually inserted from calendar* |
| *D.M.4.2 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max300characters* | *Target Value* | *Delivery month Manually inserted from calendar* |
| *….* |  |  |  |  |

**WP type: Implementation work package (at least 1 work package or more)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WP Nr | | Title | | | | Start date **(month)** | | | End date **(month)** | | Budget (excluding the net revenues) | |
| *Implementation T1*  *(automatic numbering)* | | *Max 100 characters* | | | | *Automatically inserted from activities* | | | *Automatically inserted from activities* | | *Total budget*  *Automatically Inserted from budget table* | |
| Responsible partner | | | | | *Drop-down list of project partners (PP number, abbreviation)* | | | | | | | |
| **Partners’ involvement** | | | | | | | | | | | | |
| *tickbox* | *PP number, name, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | | |
| *tickbox* | *PP number, name, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | | |
| *tickbox* | *PP number, name, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | | |
| *tickbox* | *PP number, name, abbreviation*  *Automatically inserted from section B* | | | | | | | | | | | |
| **Summary Implementation Description**  Provide a well-written summary of what will be done in this work package. Please explain what you want to achieve (outputs), why those outputs are relevant for reaching the project specific objectives and how you plan to get there (activities and deliverables). Please also describe how partners will be involved including, if applicable, also the involvement of associated partners. | | | | | | | | | | | | |
| *Max 2000 characters* | | | | | | | | | | | | |
| **Main outputs**  Please describe in more detail **the outputs** **of the project** that will be the outcome of the activities carried out in this work package. Explain which activities will be taken to achieve an output.  Each output should be linked to a programme output indicator (please ensure that it has the same measurement unit). | | | | | | | | | | | | |
| **Output title** | | | | **Please provide a brief description of the project output and give reference to the activity leading to it** | | | **Programme output indicator to which the output will contribute** | | | **Quantification/**  **target** | | **Delivery date** |
| *Output O.T1.1*  *(automatic numbering)* | | | *Output 1 title*  *Max 100 characters* | *Max. 500 characters* | | | *Drop-down list of programme output indicators* | | | *Number* | | *Manually inserted from calendar* |
| *Output*  *O.T1.2*  *(automatic numbering)* | | | *Output 2 title*  *Max 100 characters* | *Max. 500 characters* | | | *Drop-down list of programme output indicators* | | | *Number* | | *Manually inserted from calendar* |
| *Output O.T1.n (automatic numbering)* | | | *Output n title*  *Max 100 characters* | *Max. 500 characters* | | | *Drop-down list of programme output indicators* | | | *Number* | | *Manually inserted from calendar* |
| **Target groups** | | | | | | | | | | | | |
| Who will use the outputs of this work package or the investment? | | | | | | | | *Drop-down value list of pre-defined target groups (multiple selection possible)* | | | | |
| How will you involve those target groups (and other stakeholders) in the development of the outputs of this work package or the implementation of the investment? | | | | | | | | *Max 1000 characters* | | | | |
| **Sustainability and transferability of work package outputs** | | | | | | | | | | | | |
| **Sustainability (institutional, financial and political)**  How will the work package outputs be further used by project partners once the project has ended?  Please describe concrete measures (including e.g. institutional structures, financial resources, policy improvements etc.) taken during and after project implementation to ensure the sustainability of the project outputs. If applicable, please consider also the involvement and roles of associated partners for this purpose.  If relevant, please explain who will be responsible and/or the owner of the outputs. | | | | | | | | *Max 2000 characters* | | | | |
| **Transferability (linked to the WP Communication)**  Which work package outputs will be transferred to which additional target audiences during project lifetime and beyond? Why are these outputs the most relevant ones to be transferred?  Please describe the additional target audiences (e.g. other organisations/regions/countries outside of the current partnership) and ensure links to the strategy of the communication work package. | | | | | | | | *Max 2000 characters* | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity A.T1.1**  *(continuous, automatic number)* | *Activity title*  *Max 100 characters* | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | *Indicative budget*  *Manually inserted* |
| **Activity Description** | *Max 2000 characters* | | | |
| **Deliverables of activity T1.1** | | | | |
| *D.T1.1.1 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max 300 characters* | *Target value* | *Delivery month Manually inserted from calendar* |
| *D.T1.1.2 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max300characters* | *Target Value* | *Delivery month Manually inserted from calendar* |
| *….* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity A.T1.2**  *(continuous, automatic number)* | *Activity title*  *Max 100 characters* | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | *Indicative budget*  *Manually inserted* |
| **Activity Description** | *Max 2000 characters* | | | |
| **Deliverables of activity T1.2** | | | | |
| *D.T1.2.1 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max 300 characters* | *Target value* | *Delivery month Manually inserted from calendar* |
| *D.T1.2.2 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max300characters* | *Target Value* | *Delivery month (Manually inserted from calendar* |
| *….* |  |  |  |  |

|  |
| --- |
| **NB. In case you will add an implementation WP related to an investment, we strongly recommend to fill in the relevant sections, also the following data:** |
| **Justification**  Pilot investments must have a demonstrating/model or pilot character and show a clear cross border effect being jointly strived for and evaluated by the partnership. Please therefore explain   * how the investment will contribute to achieving the project objectives and results * the cross border relevance and added value of the investment and how it will contribute to mutual learning of the whole partnership and transfer of experience to other stakeholders * who is benefiting (e.g. partners, regions, end-users etc.) from the investment and in which way   **Location**  Please indicate the location of investment at NUTS level and provide a short explanation  **Risks associated with the investment**  Please describe any potential risks associated with the investment, go/no-go decisions, etc.  Please also indicate if the investment might have any potential negative effects on the environment. If yes, please specific which mitigation measures are foreseen. Do not forget to link this risk to what foreseen in the Risk section “project risks  **Investment documentation**  If applicable, please specify the technical requirements and permissions (e.g. feasibility study, building permits) necessary for the realization of the investment according to the respective national legislation. Please indicate if they are already available or their expected time of availability  **Ownership and durability**  Who owns the site where the investment is located? Who will retain ownership of the investment after the end of the project?  How will the investment be further used after the project end? Who will take care of maintenance of the investment?  Please describe concrete measures (including e.g. institutional structures, financial sources etc.) taken during and after project implementation to ensure the durability of the investment. |

**WP type: Communication** *(should be filled in after all other WPs)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WP | | Title | | Start date **(month)** | | End date **(month)** | Budget (excluding the net revenues) |
| *Communication C* | | **Communication** | | *Automatically inserted from activities* | | *Automatically inserted from activities* | *Total budget*  *Automatically inserted from budget table* |
| **Partners’ involvement** | | | | | | | |
| Responsible partner | | | *Drop-down list* | | | | |
| *tickbox* | *Partner number, name, abbreviation*  *Automatically inserted from section B* | | | | | | |
| *tickbox* | *Partner number, name, abbreviation*  *Automatically inserted from section B* | | | | | | |
| *tickbox* | *Partner number, name, abbreviation*  *Automatically inserted from section B* | | | | | | |
| *tickbox* | *Partner number, name, abbreviation*  *Automatically inserted from section B* | | | | | | |
| Summary description and objectives of the work package: objectives. Communication strategy, target groups, activities, deliverables, timing, and partners involvement. | | | | | | | |
| *Max 2000 characters* | | | | | | | |
| **Objectives** | | | | | | | |
| **Project Objectives**  *Automatically inserted from section C* | | **Communication objectives**  What can communication do to increase the sustainability of the selected objective?  Please choose at least one of the communication objective(s). | | | **Approach/Tactics**  Briefly summarise your approach to reaching the communication objective: To which target audiences will the selected key output be transferred? Which communication tactic(s) will you use? | | |
| Project Objectives 1 | | *Drop-down (Multi-selection possible- up to two)*  *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Increase attitude* * *change behaviour* | | | *Max 750 characters* | | |
| *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Increase attitude* * *change behaviour* | | | *Max 750 characters* | | |
| Project Objectives 2 | | *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Increase attitude* * *change behaviour* | | | *Max 750 characters* | | |
| *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Increase attitude* * *change behaviour* | | | *Max 750 characters* | | |
| Project Objectives n (up to 5) | | *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Increase attitude* * *change behaviour* | | | *Max 750 characters* | | |
| *Pre-defined communication objectives:*   * *Raise awareness* * *Increase knowledge* * *Increase attitude* * *change behaviour* | | | *Max 750 characters* | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity A.C.1** | *Activity title*  *Drop-down (Mono-select 1)*  *Pre-defined activity titles:*   * *Start-up activities including  communication strategy and website* * *Media relations* * *Publications* * *Public events* * *Targeted events* * *Digital activities including social media and multimedia* * *Promotional materials* | | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | *Indicative budget*  *Manually inserted* |
| **Activity Description** | *Max 2000 characters* | | | | |
| **Deliverables of activity A.C.1** | | | | | |
| *D.C.1.1 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max 300 characters* | | *Target value* | *Delivery month (XX.XXXX)* |
| *D.C.1.2 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max300characters* | | *Target Value* | *Delivery month (XX.XXXX)* |
| *….* |  |  | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity A.C.2** | *Activity title*  *Drop-down (Mono-select 1)* | | *Start date*  *Manually inserted from calendar* | *End date*  *Manually inserted from calendar* | *Indicative budget*  *Manually inserted* |
| **Activity Description** | *Max 2000 characters* | | | | |
| **Deliverables of activity A.C.2** | | | | | |
| *D.C.2.1 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max 300 characters* | | *Target value* | *Delivery month (XX.XXXX)* |
| *D.C.2.2 (continuous, automatic number)* | *Deliverable Title*  *Max 100 characters* | *Description of deliverable*  *Max300characters* | | *Target Value* | *Delivery month (XX.XXXX)* |
| *….* |  |  | |  |  |

**D.2 Target groups**

|  |  |  |
| --- | --- | --- |
| Target groups | Description  Please further specify the target groups | Target value  Please indicate the size of the target group the project aims to actively involve. |
| *(automatically inserted from work plan)* | *Max 300 characters* |  |
| *(automatically inserted from work plan)* | *Max 300 characters* |  |
| *(automatically inserted from work plan)* | *Max 300 characters* |  |

**D.3 Periods**

**Define Period**

Please define time period of the project duration linked to reporting period. Each period will last maximum sixth months.

**SECTION E –Partner budget** *(Tables in section E.2 to be filled in by each partner)*

**E.1 Partner budget**

**E.1.1 Partner list**

|  |  |
| --- | --- |
| Partner number | *Automatically transferred* |
| Name of partner organisation | *Automatically transferred* |
| Nationality | *Automatically transferred* |
| Inside Programme Area | *Automatically transferred* |
| Abbreviation | *Automatically transferred* |
| Partner role | *Automatically transferred* |
| 1. Define budget 2. Define contribution | *Click to insert budget / contribution details* |

**E.1.2 Budget flat rates**

|  |  |  |
| --- | --- | --- |
| Budget flat rates | *Tick box* | *Tick to define the partner flat rate options* |
| Flat rate staff | *Tick box* | *Tick to define the partner flat rate options* |
| Flat rate office | *Predefined (not possible to untick)* | *15% by default ( cannot be changed)* |

**E.1.3 Budget for partner n**

**E.1.3.a Partner budget overview – budget line/ per work package** *(automatically filled-in)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Budget line | Sub budget line | WP P | WP M | WP T1 | WP T2 | WP(n) | SUM |
| BL1 Staff costs |  |  |  |  |  |  |  |
| BL2 Office and admin. |  |  |  |  |  |  |  |
| BL3 Travel and accom. |  |  |  |  |  |  |  |
| BL4 External exp. and services (+ prep. costs) |  |  |  |  |  |  |  |
|  | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| BL5 Equipment | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| BL6 Infrastr. and works | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| Net revenues |  |  |  |  |  |  |  |
| SUM |  |  |  |  |  |  |  |

**E.1.3.b Partner budget overview – budget line/ per period** *(automatically filled-in)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Budget line | Specification  *(automatically transferred)* | Period 0 | Period 1 | Period 2 | Period 3 | Period (n) | TOTAL |
| BL1 Staff costs |  |  |  |  |  |  |  |
| BL2 Office and admin. |  |  |  |  |  |  |  |
| BL3 Travel and accom. |  |  |  |  |  |  |  |
| BL4 External exp. and services | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| BL5 Equipment | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| BL6 Infrastr. and works | *Specification 1* |  |  |  |  |  |  |
|  | *Specification 2* |  |  |  |  |  |  |
|  | *Specification (n)* |  |  |  |  |  |  |
| Net revenues |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |

**E.1.3.c Partner budget overview – period/ per work package**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Period | WP P | WP M | WP T1 | WP T2 | WP (n) | TOTAL |
| Period 1 |  |  |  |  |  |  |
| Period 2 |  |  |  |  |  |  |
| Period 3 |  |  |  |  |  |  |
| Period (n) |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |

**E.1.4 Partner contribution**

**E.1.4a Partner contribution rate**

|  |  |  |
| --- | --- | --- |
|  | Amount | Co-financing rate |
| IPA co-financing | *Automatically calculated* | *Automatically transferred from partner section* |
| Partner co- financing | *Automatically calculated* |
| PARTNER TOTAL ELIGIBLE BUDGET | *Automatically transferred from partner budget* |

**E.1.4b Source of contribution**

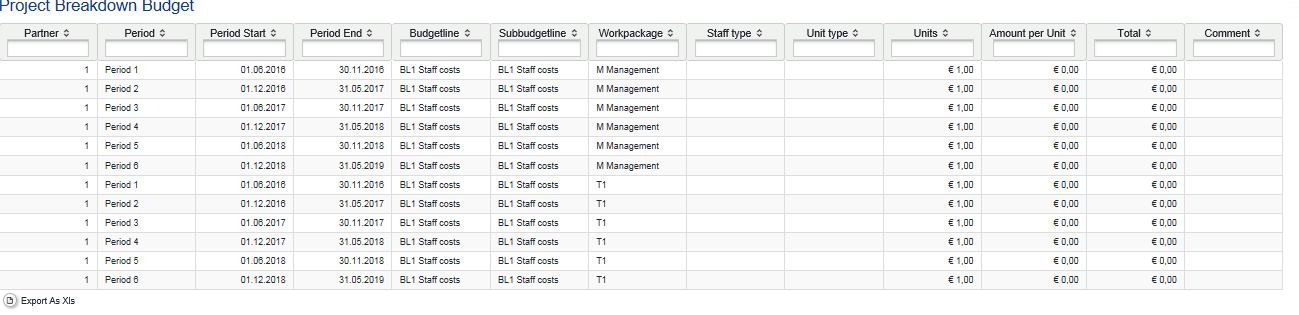
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Source of contribution | Legal status | % of total partner contribution | Amount | Options  Create partner contribution |
| Name of institution (*automatically transferred from partner section*) | *Automatically transferred from partner section* |  |  |  |
| *External source 1* | *Public/private/automatic public (drop down)* |  |  |  |
| *External source 2* | *Public/private/automatic public (drop down)* |  |  |  |
| *External source (n)* | *Public/private/automatic public (drop down)* |  |  |  |
| Sub-total public contribution | | *Automatically calculated* | *Automatically calculated* |  |
| Sub-total automatic public contribution | | *Automatically calculated* | *Automatically calculated* |  |
| Sub-total private contribution | | *Automatically calculated* | *Automatically calculated* |  |
| TOTAL partner contribution | |  | *Automatically calculated* |  |
| Total target value | |  | *Automatically transferred* |  |
| Total public expenditure | |  | *Automatically calculated* |  |

**E.2 Activities outside the programme area**

|  |  |  |  |
| --- | --- | --- | --- |
| If applicable, please list activities to be carried out outside the programme area by **Interreg IPA CBC IT-AL-ME partners**. Describe how these activities will benefit the programme area and why they are essential for the implementation of the project. | | | |
| *Max 2000 characters* | | | |
|  |  | Total budget | *EUR*  *manually inserted* |
|  |  | IPA for activities implemented by partners outside the programme area | *EUR*  *manually inserted* |
|  |  | % of total IPA | *Automatically calculated* |

**E.3 Project breakdown budget**

*(Overview table that can be filtered and exported to Excel)*



**SECTION F Project budget**

*(all tables of section F are automatically calculated based on the partner budget. No data entry from applicants)*

**A.3/F.0 Project budget - breakdown per partner** *(automatically filled-in)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner** | | | | **Programme Co-financing** | | | **Partner Co-financing** | | | | | **TOTAL ELIGIBLE BUDGET** |
| **Public co-financing** | | | **Private co-financing** | **Total co-financing** |
| **Partner**  **Name and N°** | | **Partner abbreviation** | **Country** | **IPA** | **IPA co-financing rate (%)** | **% of Total IPA** | **Automatic public co-financing** | **Other co-financing** | **Total public co-financing** |
| Lead Partner | | LP |  |  |  |  |  |  |  |  |  |  |
| PP 2 | | PP2 |  |  |  |  |  |  |  |  |  |  |
| PP N | | PP(n) |  |  |  |  |  |  |  |  |  |  |
| **Sub-total for PPs inside the programme area** | | | |  | -- |  |  |  |  |  |  |  |
| PP N | PP(n) | |  |  |  |  |  |  |  |  |  |  |
| **Sub-total for PPs outside the programme area** | | | |  | -- |  |  |  |  |  |  |  |
| **Total** | | | |  | -- |  |  |  |  |  |  |  |

**F.1 Project budget - overview per partner/ per budget line**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner  name and N° | BL1  Staff costs | BL2  Office and admin. | BL3  Travel and accom. | BL4  External exp. and services | BL5  Equipment | BL6  Infrastr. and works | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| Lead partner |  |  |  |  |  |  |  |  |  |
| Partner 2 |  |  |  |  |  |  |  |  |  |
| Partner N |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| % of Total Budget IPA |  |  |  |  |  |  |  |  |  |

**F.2 Project budget - overview per partner/ per period**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner  name | Period 0 (preparation) | Period 1 | Period 2 | Period 3 | Period 4 | Period (n) | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| Lead partner |  |  |  |  |  |  |  |  |  |
| Partner 2 |  |  |  |  |  |  |  |  |  |
| Partner N |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| % of Total budget IPA |  |  |  |  |  |  |  |  |  |

**F.3 Project budget - overview per partner/ per WP**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner  name | WP P | WP M | WP T1 | WP T2 | WP C | WP (n) | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| Lead partner |  |  |  |  |  |  |  |  |  |
| Partner 2 |  |  |  |  |  |  |  |  |  |
| Partner N |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| % of Total budget IPA |  |  |  |  |  |  |  |  |  |

**F.4 Project budget - overview per WP/ per budget line**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WP number | BL1  Staff costs | BL2  Office and admin. | BL3  Travel and accom. | BL4  External exp. and services | BL5  Equipment | BL6  Infrastr. and works | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| WP P |  |  |  |  |  |  |  |  |  |
| WP M |  |  |  |  |  |  |  |  |  |
| WP (n) |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| % of Total budget IPA |  |  |  |  |  |  |  |  |  |

**F.5 Project budget - overview per WP/ per period**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WP number | Period 0 | Period 1 | Period 2 | Period (n) | TOTAL BUDGET | Net revenues | TOTAL ELIGIBLE BUDGET |
| WP P |  |  |  |  |  |  |  |
| WP M |  |  |  |  |  |  |  |
| WP T1 |  |  |  |  |  |  |  |
| WP (n) |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |
| % of Total budget IPA |  |  |  |  |  |  |  |

**SECTION G – Annexes**

**Uploaded file list** (annexes attached to this application form)

*List of obligatory annexes as defined in the applicants manual (chapter 16.2):*

a) Lead Partner (LP)/Partner (PP) Statement (template is provided as *annex A* of the applicants manual)

b) Declaration of interest by each associated partners (if any) - template is provided as *annex A* of the applicants manual)

**Reminder**: Declarations signed by the legal representative/delegated person must be accompanied by: i) a document attesting that he/she holds the power of signature and representation and ii) by a valid identity document (e.g. identity card, passport) copy.