



CEF Synergy Info Day 2016

Preparing a successful application

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European
Commission

How to apply: **READ, REFLECT, REMEMBER**

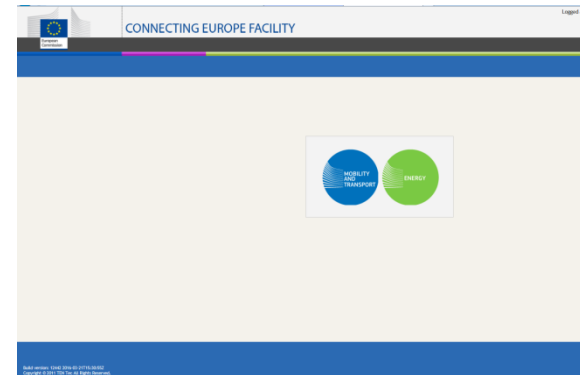
READ: get to know the call documents

- Read through **ALL** of the call documents on your call webpage, especially:
 - **Work Programme (Annex)**
 - **Call text**
 - Take special note of the **expected results** which provide specific information on what is expected in the proposals
 - Carefully read the **Award Criteria** which explain on what the proposals will be evaluated
 - **Guide for Applicants**
 - **Application forms**
 - **FAQs**

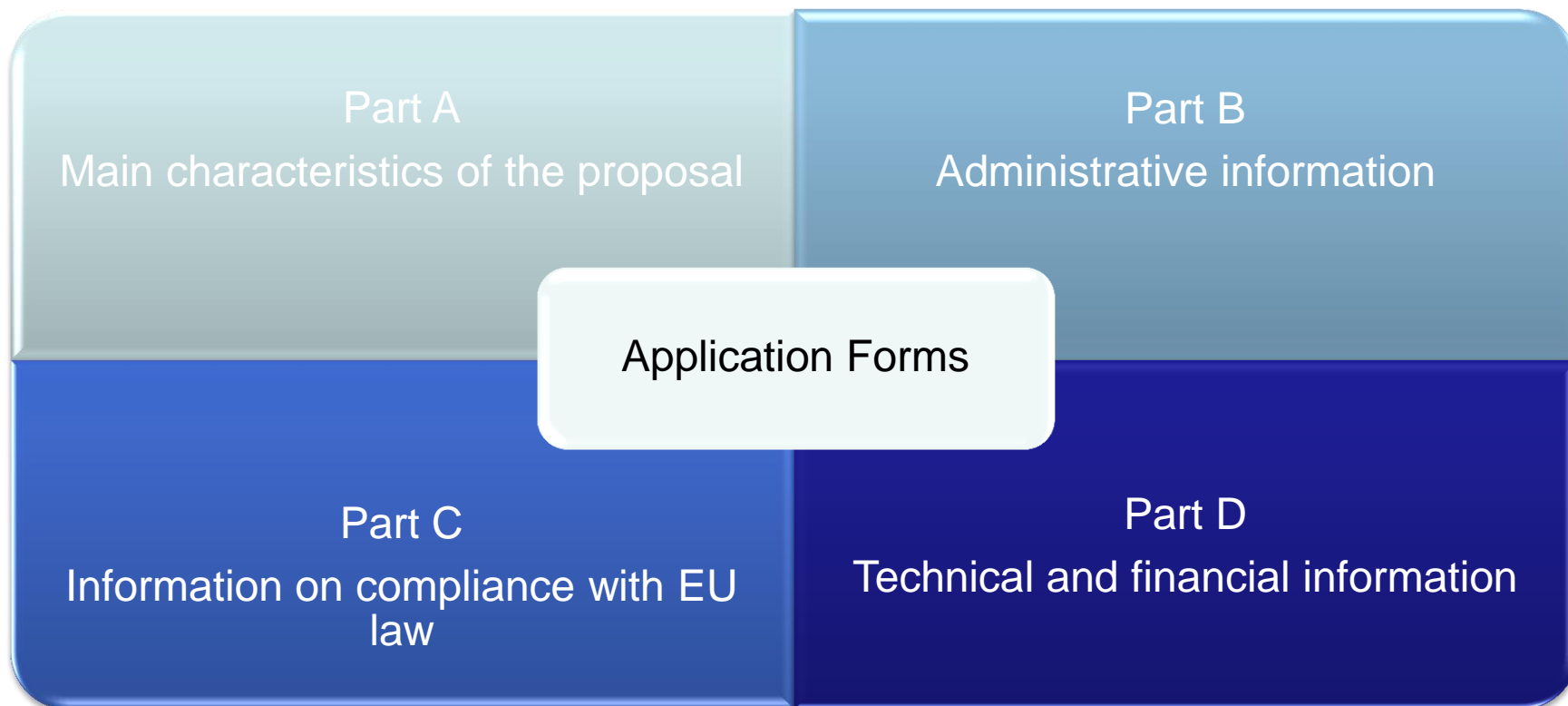
READ : how to use TENtec electronic proposal submission

Fully electronic proposal submission using **TENtec eSubmission tool**

- Used for all CEF sectors: application and evaluation
- Link available on each call webpage
- Need EU/ECAS Login for access
- Detailed, step by step guidance available in Guide for Applicants



Application form: overview



Application form A

Application form A provides essential administrative information on the applicants and on the proposal.

General information on the proposal

- Title, Call, Start/End date
- Transport PCI
- Energy PCI

Applicants

- Legal entity
- Authorised representatives
- Implementing bodies (if relevant)
- Affiliated entities (if relevant)

Location of the Action

- Member states and regions
- Third country (if applicable)
- Interactive map editor

Activities and milestones

- List of activities (name, sector, description, start/end dates)
- List of milestones (title, description, completion date, verification means)
- EU Financial instruments

Costs

- Breakdown of eligible costs per activity per applicants
- Sources of financing
- Related actions

Application form A

- Must be completed in the TENtec eSubmission module - Word version provided for reference on call webpage
- Uploads forms that require signature of all applicants (A2.2) and all concerned Member State(s) validation (A2.3)
- The descriptions of the proposed Action and activities will also be used for the grant agreement: be complete, informative and precise!

Detailed guidance is provided in the Guide for Applicants

Application form B

Further administrative information on applicants and info used to demonstrate compliance with the financial & operational capacity

Financial capacity check

Financial analysis based on a set of ratios, carried out at same time as evaluation – applicants to supply information based on amount of grant requested :

- Includes financial capacity check form and other documents
- Assessed regarding the proposed Action only: make sure only costs for the Action are included
- If the applicant has not been operating for one year, a letter of support is required together with positive financial capacity check for the entity providing support

Operational capacity check

Proof of technical and operational capacity of applicant to complete the proposed Action

- Complements information from application form D
- Proof: activity report, CVs, reports on similar projects, etc

Application form B

Which type of applicant needs to demonstrate financial and operational capacity?

Category of applicant	Supporting documents to be provided
<ul style="list-style-type: none"> • Member State • Neighbouring /Third country • Public undertaking/body established in the EU (that are not certified TSOs) • International organisation • An European Economic Interest Grouping (EEIG) 100% owned by public bodies • Joint undertaking 	Exempted
<ul style="list-style-type: none"> • Certified TSOs 	Valid certification decision
<ul style="list-style-type: none"> • Not certified TSOs (private undertaking/body established in the EU • Private undertaking or body established in the EU, Public undertaking/body established in a third country • Private undertaking/body established in a third country • Entities owned by certified TSOs 	Supporting documents to demonstrate operational and financial capacity

Application form B

- Compliance of affiliated entities will be checked at a later stage only for those proposals selected for funding and only where the designated affiliated entities will be the only ones implementing the proposed Action.
- Multi-applicants proposals must complete the table in the application form part B, listing each applicant and its category, and whether the documentation required to prove operational and financial capacity of this applicant is provided in the proposal.
- Annexes B-I, B-II, B-III, B-IV to be completed, signed, stamped (B-III), and uploaded if applicable.

Application form C

Information to allow the assessment of compliance with EU law on environmental protection, state aid, public procurement and other sources of EU financing

- Required for all proposals
- Information on compliance with environmental law (e.g. EIA, Natura 2000, Water Framework Directive, consultation with environmental authorities) and declaration by relevant authorities needed **only** for studies with physical interventions.

Application form D

Detailed, technical information describing the proposed Action and its activities

- Order of the questions reflects the award criteria – make sure you address the questions in your application
- Should contain ALL information needed by the evaluators for a fair and comprehensive assessment of the proposal in relation to each award criteria
- ALL relevant information should be included in the application form - don't rely on additional supporting documents
- Responses need to be clear, well-structured, substantiated and concise -> experts have limited time to read and assess the proposals

Supporting documents

- Documents that demonstrate financial and operational capacity, annexes and documents required in the application forms, latest annual report to ACER, Gantt charts, maps, GIS data, etc.
- Other additional information (e.g. executive summaries of previous studies) -> keep it to the minimum as evaluators focus on the application form and required documents

REFLECT: Call content and requirements

- **CEF Synergy funding is a competitive process based on defined award criteria in the work programme and call text.**
 - Do you understand the priorities, objectives and intended results as defined in the call text?
 - Does your proposed Action address these points?
 - Can you justify why your proposal should ultimately be selected for funding?
- **Preparing a good application requires time and effort – as does the resulting project management.**
 - Do you understand the requirements of the grant agreement if your proposal is selected for funding?

REFLECT: Call content and requirements

- **Requirements on types of applicants**
 - Is the proposal a single or multi-applicant proposals? Has a coordinator been identified?
 - Does this organisation understand the requirements of this role?
 - Can you provide evidence/justify that all applicants in the proposal meet any other identified eligibility criteria?
- **Requirement on the type of action**
 - Does the proposed Action contribute at least one PCI in the transport sector AND in the energy sector?
- **Member State approval is necessary for all applications to be eligible.**
 - Do you understand how this approval process is done in your Member State?
 - Do you know who is your Member State contact point?
 - Have you taken into consideration the time it will take to obtain the approval(s)?

REFLECT: call content and requirements

- **Can you effectively organise the information in your proposal/application forms?**
 - **Financial: provide a business and/or financial plan to**
 - justify your costs
 - explain financial sustainability
 - assess your proposed budget in general
 - **Technical:**
 - explain the work you will be undertaking
 - provide ample descriptions of your activities and milestones
 - **Operational: show concrete evidence on how your proposed Action**
 - supports the objectives/aims of the call
 - addresses the award criteria
 - mitigates any possible risks and delays
 - incorporates a clear timetable and planning overview

REFLECT: call content and requirements

A good proposal:

- uses simple language
- is well-structured
- addresses the award criteria
- provides clear descriptions on how the proposed solutions will be implemented

Evaluators must find the relevant information and evidence in the proposal in order to evaluate it – they will not make any assumptions!

REFLECT: Tips to improve your proposal: **content**

- Be consistent in describing the objective, activities, duration and budget in your responses to different questions and parts of the application form
- Present a clear time table and planning overview, explain possible risks and delays and provide evidence that these are being addressed

REMEMBER: time flies...

- **Start early and don't forget about the deadline**
 - Completing an application is time consuming, especially for first time applicants
 - Member State endorsement and multi-applicant proposals take time
 - If the deadline passes and you haven't submitted your proposal, it will be declared inadmissible: will not be evaluated!

REMEMBER: help is available

- INEA is here to support you through the entire application process:
 - **Helpdesk:** INEA-CEF-SYNERGY-CALLS@ec.europa.eu
 - **FAQs** and FAQ notification service
 - Where relevant for all applicants: answers published in FAQs (no individual responses!)
 - Where too specific to a proposal and would provide a comparative advantage: not answered
 - **FAQ deadline:** Wednesday 30 November - last FAQ update online Tuesday 6 December
 - Individual responses will be provided until the deadline **ONLY** on technical questions related to TENtec eSubmission module

REMEMBER: when submitting your application

- Follow the steps as detailed in the Guide for Applicants
 - Part A: must be filled in the TENtec eSubmission module
 - Parts B, C and D: complete in native applications and upload as attachments
 - Upload all forms/annexes requiring signatures + make them clearly identifiable by their file name in English
 - Don't forget any supporting documents
 - Keep your originals – they may be requested later
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- Submit in TENtec before the deadline...(do not wait until the last minute!)

Tuesday, 13 December 2016, 17:00.00 (Brussels time)

Next steps (indicative)

Selection process	Indicative date
Date of publication of call for proposals	28 September 2016
Deadline for the submission of proposals	13 December 2016 (17:00 Brussels local time)
Evaluation of proposals	December 2016 – March 2017
Consultation of CEF Coordination Committee; Information of European Parliament	April 2017
Adoption of Selection Decision	April 2017
Preparation and signature of individual grant Agreements	From May 2017



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CEF Synergy call : for more information



INEA-CEF-SYNERGY-CALLS@ec.europa.eu



[**https://ec.europa.eu/inea/en/connecting-europe-facility/2016-cef-synergy-call**](https://ec.europa.eu/inea/en/connecting-europe-facility/2016-cef-synergy-call)



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Thank you!