



# LIFE Programme

## Proposal Template

Project Technical Description (Part B)

[Technical Assistance]  
[LIFE-TA-2019]

Version 1.0  
4 April 2019

### Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates provided in the Participant Portal Electronic Submission System might differ from this example. Proposals (and annexes and supporting documents) must be prepared and submitted directly inside the Participant Portal Electronic Submission System.





# **LIFE Programme**

## **PROPOSAL (PART B)**

**Technical Assistance**

**LIFE-TA-2019**

Example, not to complete

### IMPORTANT NOTICE

Applications must be submitted via the Participant Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

#### Character and page limits:

- page limit: 60 pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 8 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your project.

**⚠** If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

**⚠** Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of applicants.

Example, not to complete

**COVER PAGE**

Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the PP Submission System. The template to use is available there.

| PROJECT              |                                  |
|----------------------|----------------------------------|
| Project acronym:     | [acronym]                        |
| Project title:       | [title]                          |
| Coordinator contact: | [name NAME], [organisation name] |

| PARTICIPANTS                                                     |      |      |            |         |
|------------------------------------------------------------------|------|------|------------|---------|
| Please use the same numbering as in part A of the proposal form. |      |      |            |         |
| List beneficiaries and linked third parties.                     |      |      |            |         |
| Number                                                           | Role | Name | Short name | Country |
| 1                                                                | COO  |      |            |         |
| 2                                                                | BEN  |      |            |         |
| 2.1                                                              | LTP  |      |            |         |
| 3                                                                | BEN  |      |            |         |
| ...                                                              |      |      |            |         |
|                                                                  |      |      |            |         |

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Example, not to complete

## 1. PROJECT SUMMARY

### Project summary

*Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.*

*It should be written as a stand-alone text to promote the project. It should be structured but descriptive; not merely provide lists of objectives, activities, beneficiaries and outputs.*

**⚠** *Please use the same text here and in Part A (Abstract).*

**Note:** *The summary must always be in English (even if the rest of your proposal is in another EU language (official EU languages are allowed)).*

*We may publish this summary for publication/dissemination purposes. Avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).*

Insert text

## 2. CONTEXT & NEEDS ANALYSIS

### Description of the planned Integrated Project


*Describe the project context, the planned Integrated Project (including the plan or strategy, which will be targeted, and its status) and analyse the needs which will be addressed by the project.*

Insert text

Example, not to complete

### 3. ACTIVITIES & WORK PACKAGES

#### 3.1 Activities & work packages

| WORK PACKAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><i>This section concerns a detailed description of the project activities to achieve the objectives described in section 1.</i></p> <p><i>Group your activities into work packages, i.e. sets of activities leading to a specific outcome. The grouping should be logical and guided by identifiable outputs.</i></p> <p><i>Projects will have a minimum of 2 work packages (work package 1 with the management and coordination activities and work package 2 with project activities).</i></p> <p><i>You can create as many work packages as needed by copying work package 2. For each work package, enter an objective (expected outcome), list the activities and milestones/outputs/outcomes and deliverables.</i></p> <p><i>Work package 1 is intended for all activities related to the general management and coordination of the project (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to just one specific work package. Instead of splitting them across many work packages please enter and describe them in work package 1.</i></p> <p> <i>Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</i></p> |  |

#### Work package 1

| Work package 1: Project management & coordination                                                                                                                                                          |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <p><i>Ensure consistence with the detailed budget table (same WP number and name).</i></p>                                                                                                                 |                 |
| <p><b>Duration months:</b></p>                                                                                                                                                                             | <p>M1 - end</p> |
| <p><b>Lead beneficiary (COO):</b></p>                                                                                                                                                                      |                 |
| Objectives                                                                                                                                                                                                 |                 |
| <ul style="list-style-type: none"> <li>▪ Project management</li> </ul>                                                                                                                                     |                 |
| Description of the activities (what, how, where)                                                                                                                                                           |                 |
| <p><i>Present a concise overview of the work (planned tasks). Be specific, give a short name for each task and number them (the same list of tasks will have to be used for the division of work).</i></p> |                 |

| Task number<br>(continuous numbering linked to WP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Task name        | Description         |                  |                                                                                            |                                                                          |                            |                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------|---------------------------------------------|
| 1.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                     |                  |                                                                                            |                                                                          |                            |                                             |
| 1.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                     |                  |                                                                                            |                                                                          |                            |                                             |
| <p><b>Milestones (outputs/outcomes) &amp; deliverables</b></p> <p><i>Milestones are control points in the project that help to chart progress. Deliverables are outputs which can be delivered to us (any format). Limit the number of milestones and deliverables. Do not include minor sub-items or internal working papers.</i></p> <p><i>Examples of outputs and deliverables for work package 1:</i></p> <p><i>Milestones — kick-off meetings, coordination meetings, steering committees</i></p> <p><i>Deliverables — publications, leaflets, progress reports</i></p> <p><b>Note:</b> <i>The description should include details on type (publication, e.g. flyer / brochure / working paper / article / press release / slides / CD; website/web-tool; etc.), format (e.g. printed and/or electronic, downloadable), the approximate number of pages and copies of a publication, language).</i></p> <p><i>Month 1 marks the start of the project, and all deadlines should relate to this starting date.</i></p> <p><i>The labels used mean:</i></p> <p><i>Public — fully open (e.g. web)</i></p> <p><i>Confidential — restricted under the conditions of the grant agreement</i></p> <p><i>Classified — EU-classified (EU-CONF, EU-RESTR, EU-SEC) under Commission Decision No <a href="#">2015/444</a></i></p> |                  |                     |                  |                                                                                            |                                                                          |                            |                                             |
| Milestone number<br>(continuous numbering not linked to WP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Milestone name   | Work package number | Lead beneficiary | Means of verification                                                                      |                                                                          | Due date<br>(month number) | Description                                 |
| MS1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  | 1                   |                  |                                                                                            |                                                                          |                            |                                             |
| MS2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  | 1                   |                  |                                                                                            |                                                                          |                            |                                             |
| Deliverable number<br>(continuous numbering linked to WP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Deliverable name | Work package number | Lead beneficiary | Type                                                                                       | Dissemination level                                                      | Due date<br>(month number) | Description (including format and language) |
| D1.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  | 1                   |                  | [R — Document, report] / [DEM — Demonstrator, pilot, prototype] / [DEC — Websites, patent] | PU — Public] / [CO — Confidential] / [EU_RES — Classified EU RESTRICTED] |                            |                                             |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |             |                                | filings, videos, etc]<br>[DATA — data sets, microdata, etc]<br>[ORDP — Open Research Data Pilot]<br>[ETHICS] [OTHER]                                                                                       | [EU_CONF — Classified EU CONFIDENTIAL]<br>[EU_SEC — Classified EU SECRET]                                                                            |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| D1.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | 1           |                                | [R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc]<br>[DATA — data sets, microdata, etc]<br>[ORDP — Open Research Data Pilot]<br>[ETHICS] [OTHER] | PU — Public] [CO — Confidential]<br>[EU_RES — Classified EU RESTRICTED]<br>[EU_CONF — Classified EU CONFIDENTIAL]<br>[EU_SEC — Classified EU SECRET] |       |
| <p><b>Division of work</b></p> <p>Show who is responsible for which tasks (coordinator (COO), beneficiaries (BEN), linked third parties (LTP)). Add information on in-kind contributions, associated partner organisations etc.). Use the list of tasks from above.</p> <p><b>Note:</b> The coordinator remains fully responsible for the coordination tasks even if they are delegated to someone else. Moreover, coordinator tasks can normally not be subcontracted (see Model Grant Agreement).</p> |           |             |                                |                                                                                                                                                                                                            |                                                                                                                                                      |       |
| Task number<br>(continuous numbering linked to WP)                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Task name | Participant |                                | With help of in-kind contribution/partner organisation<br>(Yes/No and which)                                                                                                                               |                                                                                                                                                      |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | Name        | Role<br>(COO, BEN, LTP, OTHER) |                                                                                                                                                                                                            |                                                                                                                                                      |       |
| 1.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |             |                                |                                                                                                                                                                                                            |                                                                                                                                                      |       |
| 1.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |             |                                |                                                                                                                                                                                                            |                                                                                                                                                      |       |
| <p><b>Estimated budget — Resources</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |             |                                |                                                                                                                                                                                                            |                                                                                                                                                      |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |             |                                |                                                                                                                                                                                                            |                                                                                                                                                      | Costs |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | A. Personnel     |                                                           | B. Subcontracting          | C. Financial support to third parties (not applicable) |                                                        | D.1 Travel |                      |       | D.1 Subsistence | D.2 Equipment | D.3 Other goods and services |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------|----------------------------|--------------------------------------------------------|--------------------------------------------------------|------------|----------------------|-------|-----------------|---------------|------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | X person months  | X EUR                                                     |                            | N/A                                                    | N/A                                                    | X travels  | X persons travelling | X EUR | X EUR           | X EUR         | X EUR                        |
| [name]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X person months  | X EUR                                                     | see section Subcontracting | N/A                                                    | N/A                                                    | X travels  | X persons travelling | X EUR | X EUR           | X EUR         | X EUR                        |
| [name]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X person months  | X EUR                                                     | see section Subcontracting | N/A                                                    | N/A                                                    |            |                      | X EUR | X EUR           | X EUR         | X EUR                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                                                           |                            |                                                        |                                                        |            |                      |       |                 |               |                              |
| See detailed budget table (annex 1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                                                           |                            |                                                        |                                                        |            |                      |       |                 |               |                              |
| <p><b>Subcontracting</b></p> <p>Give details on subcontracted action tasks (if any) and explain the reasons why (as opposed to direct implementation by the participants).</p> <p><b>Note:</b> Subcontracting concerns the outsourcing of a part of the action to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the consortium participants to have sufficient operational capacity to implement the project activities themselves. Sub-contracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of key coordinator tasks; see Model Grant Agreement).</p> |                  |                                                           |                            |                                                        |                                                        |            |                      |       |                 |               |                              |
| Subcontract number (continuous numbering linked to WP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Subcontract name | Description (including task number to which it is linked) | Estimated costs (EUR)      | Justification (why is subcontracting necessary?)       | Best-value-for-money (how do you intend to ensure it?) |            |                      |       |                 |               |                              |
| S1.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                                                           |                            |                                                        |                                                        |            |                      |       |                 |               |                              |
| S1.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                                                           |                            |                                                        |                                                        |            |                      |       |                 |               |                              |

Work package 2

|                                                                                                                                                                                                                                                                                                                                |                                 |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------|
| <b>Work package 2: [Name]</b>                                                                                                                                                                                                                                                                                                  |                                 |                          |
| <i>Ensure consistence with the detailed budget table (same WP number and name).</i>                                                                                                                                                                                                                                            |                                 |                          |
| <b>Duration months:</b>                                                                                                                                                                                                                                                                                                        | M <del>X</del> - M <del>X</del> | <b>Lead beneficiary:</b> |
| <b>Objectives</b>                                                                                                                                                                                                                                                                                                              |                                 |                          |
| <i>List the specific objectives (from section 3.1) to which this work package is linked.</i>                                                                                                                                                                                                                                   |                                 |                          |
| ▪                                                                                                                                                                                                                                                                                                                              |                                 |                          |
| <b>Description of the activities (what, how, where)</b>                                                                                                                                                                                                                                                                        |                                 |                          |
| <i>Present a concise overview of the work (planned tasks). Be specific, give a short name for each task and number them (the same list of tasks will have to be used for the division of work).</i>                                                                                                                            |                                 |                          |
| <b>Task number</b><br><small>(continuous numbering linked to WP)</small>                                                                                                                                                                                                                                                       | <b>Task name</b>                | <b>Description</b>       |
| 2.1                                                                                                                                                                                                                                                                                                                            |                                 |                          |
| 2.2                                                                                                                                                                                                                                                                                                                            |                                 |                          |
| <b>Milestones (outputs/outcomes) &amp; deliverables</b>                                                                                                                                                                                                                                                                        |                                 |                          |
| <i>Milestones are control points in the project that help to chart progress. Deliverables are outputs which can be delivered to us (any format).<br/>Limit the number of milestones and deliverables. Do not include minor sub-items or internal working papers.</i>                                                           |                                 |                          |
| <b>Note:</b> <i>The description should include details on type (publication, e.g. flyer / brochure / working paper / article / press release / slides / CD; website/web-tool; etc), format (e.g. printed and/or electronic, downloadable), the approximate number of pages and copies of a publication, language).</i>         |                                 |                          |
| <i>Means of verification are how you intend to prove that the milestone has been reached. If appropriate, you can refer to indicators (e.g. laboratory prototype that is 'up and running'; software or webpage that is released and validated by a user group; field survey that is completed and data quality validated).</i> |                                 |                          |
| <i>Month 1 marks the start of the project, and all deadlines should relate to this starting date.</i>                                                                                                                                                                                                                          |                                 |                          |
| <i>The labels used mean:</i>                                                                                                                                                                                                                                                                                                   |                                 |                          |
| <i>Public — fully open (e.g. web)</i>                                                                                                                                                                                                                                                                                          |                                 |                          |
| <i>Confidential — restricted under the conditions of the grant agreement</i>                                                                                                                                                                                                                                                   |                                 |                          |
| <i>Classified — EU-classified (EU-CONF, EU-RESTR, EU-SEC) under Commission Decision No <a href="#">2015/444</a></i>                                                                                                                                                                                                            |                                 |                          |

| Milestone number<br>(continuous numbering not linked to WP)                                                                                                                                                                                                                                                                                                                                              | Milestone name   | Work package number | Lead beneficiary | Means of verification                                                                                                                                                                                         |                                                                                                                                                     | Due date<br>(month number) | Description                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------|
| MS3                                                                                                                                                                                                                                                                                                                                                                                                      |                  | 2                   |                  |                                                                                                                                                                                                               |                                                                                                                                                     |                            |                                                |
| MS4                                                                                                                                                                                                                                                                                                                                                                                                      |                  | 2                   |                  |                                                                                                                                                                                                               |                                                                                                                                                     |                            |                                                |
| Deliverable number<br>(continuous numbering linked to WP)                                                                                                                                                                                                                                                                                                                                                | Deliverable name | Work package number | Lead beneficiary | Type                                                                                                                                                                                                          | Dissemination level                                                                                                                                 | Due date<br>(month number) | Description<br>(including format and language) |
| D2.1                                                                                                                                                                                                                                                                                                                                                                                                     |                  | 2                   |                  | [R — Document, report] / [DEM — Demonstrator, pilot, prototype] / [DEC — Websites, patent filings, videos, etc] / [DATA — data sets, microdata, etc] / [ORDP — Open Research Data Pilot] / [ETHICS] / [OTHER] | PU — Public] / [CO — Confidential] / [EU_RES — Classified EU RESTRICTED] / [EU_CONF — Classified EU CONFIDENTIAL] / [EU_SEC — Classified EU SECRET] |                            |                                                |
| D2.2                                                                                                                                                                                                                                                                                                                                                                                                     |                  | 2                   |                  | [R — Document, report] / [DEM — Demonstrator, pilot, prototype] / [DEC — Websites, patent filings, videos, etc] / [DATA — data sets, microdata, etc] / [ORDP — Open Research Data Pilot] / [ETHICS] / [OTHER] | PU — Public] / [CO — Confidential] / [EU_RES — Classified EU RESTRICTED] / [EU_CONF — Classified EU CONFIDENTIAL] / [EU_SEC — Classified EU SECRET] |                            |                                                |
| <p><b>Division of work</b></p> <p>Show who is responsible for which tasks (coordinator (COO), beneficiaries (BEN), linked third parties (LTP)). Add information on subcontractors, in-kind contributions, associated partner organisations etc.). Use the list of tasks from above.</p> <p><b>Note:</b> For the definitions of linked third party, subcontracting, etc. (see Model Grant Agreement).</p> |                  |                     |                  |                                                                                                                                                                                                               |                                                                                                                                                     |                            |                                                |

| Task number<br>(continuous numbering<br>linked to WP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Task name       | Participant |                                   | With help of subcontracting / in-kind contributions / partner organisation<br>(Yes/No and which) |     |            |                      |       |                 |               |                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|-----------------------------------|--------------------------------------------------------------------------------------------------|-----|------------|----------------------|-------|-----------------|---------------|------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 | Name        | Role<br>(COO, BEN, LTP,<br>OTHER) |                                                                                                  |     |            |                      |       |                 |               |                              |
| 2.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |             |                                   |                                                                                                  |     |            |                      |       |                 |               |                              |
| 2.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |             |                                   |                                                                                                  |     |            |                      |       |                 |               |                              |
| Estimated budget — Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |             |                                   |                                                                                                  |     |            |                      |       |                 |               |                              |
| Participant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Costs           |             |                                   |                                                                                                  |     |            |                      |       |                 |               |                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | A. Personnel    |             | B. Subcontracting                 | C. Financial support to third parties (not applicable)                                           |     | D.1 Travel |                      |       | D.1 Subsistence | D.2 Equipment | D.3 Other goods and services |
| [name]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | X person months | X EUR       | see section Subcontracting        | N/A                                                                                              | N/A | X travels  | X persons travelling | X EUR | X EUR           | X EUR         | X EUR                        |
| [name]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | X person months | X EUR       | see section Subcontracting        | N/A                                                                                              | N/A |            |                      |       | X EUR           | X EUR         | X EUR                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |             |                                   |                                                                                                  |     |            |                      |       |                 |               |                              |
| See detailed budget table (annex 1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |             |                                   |                                                                                                  |     |            |                      |       |                 |               |                              |
| Subcontracting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |             |                                   |                                                                                                  |     |            |                      |       |                 |               |                              |
| <p>Give details on subcontracted action tasks (if any) and explain the reasons why (as opposed to direct implementation by the participants).</p> <p><b>Note:</b> Subcontracting concerns the outsourcing of a part of the action to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the consortium participants to have sufficient operational capacity to implement the project activities themselves. Sub-contracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest (see Model Grant Agreement)).</p> |                 |             |                                   |                                                                                                  |     |            |                      |       |                 |               |                              |

| Subcontract number<br>(continuous numbering<br>linked to WP) | Subcontract name | Description<br>(including task number to which it is<br>linked) | Estimated costs<br>(EUR) | Justification<br>(why is subcontracting necessary?) | Best-value-for-money<br>(how do you intend to ensure it?) |
|--------------------------------------------------------------|------------------|-----------------------------------------------------------------|--------------------------|-----------------------------------------------------|-----------------------------------------------------------|
| S2.1                                                         |                  |                                                                 |                          |                                                     |                                                           |
| S2.2                                                         |                  |                                                                 |                          |                                                     |                                                           |

*Work package ...*

*To insert additional work packages, copy work package 2 as many times as necessary.*

Example, not to complete

### 3.2 Timetable

| Timetable                                                                                            |        |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |      |      |      |      |      |      |
|------------------------------------------------------------------------------------------------------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|------|------|------|------|------|
| <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i> |        |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |      |      |      |      |      |      |
| ACTIVITY                                                                                             | MONTHS |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |      |      |      |      |      |      |
|                                                                                                      | M 1    | M 2   | M 3   | M 4   | M 5   | M 6   | M 7   | M 8   | M 9   | M 10  | M 11  | M 12  | M 13  | M 14  | M 15  | M 16  | M 17  | M 18  | M 19 | M 20 | M 21 | M 22 | M 23 | M 24 |
| Activity 1.1 - ...                                                                                   | Beige  | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige |       |       |       |       |       |       |       |       |      |      |      |      |      |      |
| Activity 1.2 - ...                                                                                   |        |       |       |       |       |       | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige |      |      |      |      |      |      |
| Activity ...                                                                                         |        |       |       |       |       |       |       |       |       | Beige | Beige | Beige | Beige | Beige |       |       |       |       |      |      |      |      |      |      |

Example, not to complete

## 4. PARTICIPANTS & PROJECT MANAGEMENT

### 4.1 Participants

| Participants    |
|-----------------|
| See cover page. |

| Experience                                                                                                                |             |
|---------------------------------------------------------------------------------------------------------------------------|-------------|
| <i>Please add a short description of the project participants' activities and experience in the area of the proposal.</i> |             |
| Participant                                                                                                               | Experience  |
| [name]                                                                                                                    | Insert text |
| [name]                                                                                                                    | Insert text |
| ...                                                                                                                       | ...         |

| Consortium cooperation & division of roles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Describe the consortium (beneficiaries and linked third parties) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How do the members complement each other?</i></p> <p><i>In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.</i></p> <p><i>Mention how other third parties (subcontractors, partner organisations, third parties giving in-kind contributions, key stakeholders, etc) will be involved.</i></p> <p><b>Note:</b> <i>When building your consortium you should think of organisations that can help you reaching an objective/solving a problem.</i></p> <p><i>Not applicable for mono-beneficiary grants (single applicants).</i></p> |
| Insert text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Project set-up & division of roles                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Describe how the beneficiary and third parties (linked third parties, subcontractors, partner organisations, third parties giving in-kind contributions, key stakeholders, etc) will be involved in the project. How will they bring together the necessary expertise?</i></p> <p><b>Note:</b> <i>Not applicable for multi-beneficiary grants (multi-beneficiary consortium).</i></p> |
| Insert text                                                                                                                                                                                                                                                                                                                                                                                 |

### 4.2 Project management



**Project management**

Explain the overall project management concept. Describe how decisions will be taken and how permanent and effective communication will be ensured. Describe methods to ensure planning and control.

**Note:** The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.

Insert text

**Critical risks & risk management strategy**

Describe possible risks, uncertainties, difficulties related to the implementation and your measures/strategy for addressing them.

| Risk number | Description of risk | Work package number | Proposed risk-mitigation measures |
|-------------|---------------------|---------------------|-----------------------------------|
|             |                     |                     |                                   |
|             |                     |                     |                                   |


**Monitoring & evaluation strategy** (max 2000 characters)

Describe how you intend to monitor and evaluate the progress of the project.

Explain which quantitative and qualitative indicators you propose to use for the evaluation of the outreach and coverage of the project activities and project results.

Insert text

**5. DECLARATIONS****Other EU funding****Information concerning other EU grants for this project**

 Please note that there is a strict prohibition of double funding. It is important that you provide full and complete information on all other EU funding for the project.

Give information on any other grant applications pending or similar projects submitted by your consortium. Name the EU programme, project reference number and title. Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. Regional Funds, Agricultural Funds etc).

**YES/NO**  
(if NO, add details)

We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant.

We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant.

**Information concerning other funding for this project**

Will the project get any funding from other public sources (EU, national, international)?

| Will the project be part of a set of coordinated/complementary/joint projects which get funding from other public sources (EU, national, international)?                                                                                                                                                                                                                                                                                                                             |                      |                                           |                             |              |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------|-----------------------------|--------------|--------------------------|
| <p><b>Information concerning other EU funding in the same policy area</b></p> <p><i>Have any of the participants already benefitted from funding under this EU programme (or previous programmes)? Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. EIB loans etc).</i></p> <p><i>The labels used mean:</i></p> <p><i>COO — Coordinator</i></p> <p><i>BEN — Beneficiary</i></p> <p><i>LTP — Linked third party/affiliated entity.</i></p> |                      |                                           |                             |              |                          |
| Participant                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Name of EU Programme | Reference number and title of the project | Role (COO, BEN, LTP, OTHER) | Amount (EUR) | Project website (if any) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                                           |                             |              |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                                           |                             |              |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                                           |                             |              |                          |
| <p><b>Information concerning other EU funding in other policy areas</b></p> <p><i>Have any of the participants benefitted from EU funding in other policy areas in the last 4 years? Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. Regional Funds, Agricultural Funds, EIB loans etc).</i></p> <p><b>Note:</b> <i>If the funding was awarded to a group of beneficiaries, mention only the amount awarded to the participant.</i></p>  |                      |                                           |                             |              |                          |
| Participant                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Name of EU Programme | Reference number and title of the project | Role (COO, BEN, LTP, OTHER) | Amount (EUR) | Project website (if any) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                                           |                             |              |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                                           |                             |              |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                                           |                             |              |                          |

Example, not to complete

## **ANNEXES**

### **LIST OF ANNEXES TO BE UPLOADED**

Detailed budget table (annex 1 to Part B)

LIFE detailed cost information on additional personnel (annex 2 to Part B)

Example, not to complete

[OPTION for LIFE:

**DETAILED COST INFORMATION ON ADDITIONAL PERSONNEL**

| Costs for non-additional personnel                                                                                                                                                                                                                                                                                                                    |                                         |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------|
| <p><i>Participants which are public bodies have to comply with the 98% rule, which means that the personnel costs for 'non-additional' employees (or equivalent) are eligible only up to 98% of the participants' own contributions to the action. Therefore, each public body participant is requested to provide the following information:</i></p> |                                         |                            |
| Participant (public entities only)                                                                                                                                                                                                                                                                                                                    | Amount of non-additional personnel cost | Amount of own contribution |
| [name]                                                                                                                                                                                                                                                                                                                                                | X EUR                                   | X EUR                      |
| [name]                                                                                                                                                                                                                                                                                                                                                | X EUR                                   | X EUR                      |
| Total                                                                                                                                                                                                                                                                                                                                                 | X EUR                                   | X EUR                      |

1

| HISTORY OF CHANGES |                  |                  |
|--------------------|------------------|------------------|
| VERSION            | PUBLICATION DATE | CHANGE           |
| 1.0                | 04.04.2019       | Initial version. |
|                    |                  |                  |
|                    |                  |                  |
|                    |                  |                  |
|                    |                  |                  |