



European
Commission

2016-3 and 2016-4 CEF Telecom Calls

APPLICATION CHECKLIST

Preparing an application for a call for proposals can be a daunting task, so stay on top of the process by using this checklist. By reminding you of some of the key points assessed during the external and internal evaluations and necessary for a complete proposal, the checklist aims to help you increase your chances of being granted CEF Telecom funding.

This checklist is not obligatory nor exhaustive: please carefully read the respective [Work Programme](#), [call text](#), [Guide for Applicants](#), [application forms](#) and [other documents](#) relevant to your call!

For questions about the 2016 calls for proposals, consult the calls FAQ page on the INEA website or contact us: INEA-CEF-telecom-calls@ec.europa.eu

Scope: does your proposal fit in the scope of the Work Programme and call for proposals?

Check that your proposed activities indeed address the objectives and results expected from the call. Consult the call text and Work Programme. Remember, your proposal will be evaluated against the criteria specified for the call only based on the information you provide in your application.

Deadline: are you on track to submit your proposal by....?

2016-3: 17:00.00 (Brussels time), **Thursday, 15 December 2016**

2016-4: 17:00.00 (Brussels time), **Tuesday, 18 October 2016**

APPLICATION FORMS

PART A

Did you...?

- Encode application form part A directly in the TENtec eSubmission module
- Print out application form part A
- Upload your statutes or relevant legal abstracts proving the capacity to undertake legal obligation – **ONLY** if you are an entity without legal personality (see application form part A2.1)
- Sign, scan and upload application form A2.2 in TENtec **for each applicant**
- Complete application form A2.3 and obtain the signature from the relevant EU Member State/EEA country ministry; scan and upload in TENtec **for each applicant** – **ONLY** if you are a third country, a public or private undertaking or body established in a EU Member State/EEA or a third country, an international organisation, joint undertaking or EEIG which is less than 50% owned by a public body established in the EU. **There is now a simplified approval process for this, please see Guide for Applicants for more information!**
- Complete and upload application form A2.4 in TENtec for each affiliated entity – **ONLY** if you are designating affiliated entities for the implementation of your proposal

PART B

Did you...?

- Print out, complete, scan and upload application form part B in TENtec
- Print out, complete, scan and upload the Legal Identity Form (LEF), as well as upload any supporting documents as required in the LEF – **EXCEPT** if you are a EU Member State, region or province, EEA country or third country
- Print out, complete, stamp, scan and upload the Financial Identification Form, as well as upload any supporting documents as required by the Financial Identification Form – **ONLY** if you are the designated coordinator of your proposal

- Print out, complete, scan and upload in Annex B-I TENtec - **EXCEPT** if you are a EU Member State, a region or a province, an EEA country or a third country
- Print out, complete, scan and upload in Annex B-II TENtec for each designated affiliated entity – **ONLY** if there are affiliated entities designated for the implementation of your proposal
- Print out, complete, scan and upload in Annex B-III TENtec – **ONLY** if you are a public/private entity established in a third country
- Print out, complete, obtain the signature, scan and upload in Annex B-IV TENtec – **ONLY** if you are an applicant from a third country
- Upload in TENtec the appropriate documents attesting your operational capacity - **ONLY** if you are a private undertaking or body established in or outside a EU Member State/EEA country, a public or private undertaking or body established outside the EU/EEA, or an EEIG which is less than 50% owned by a public body established in the EU.
- Depending on the amount of the grant request, complete the Financial Capacity Check form and upload it in TENtec, as well as upload a declaration of honour, profit/loss accounts, balance sheet, business plan or audit report if additionally required - **ONLY** if you are a private undertaking or body established in or outside a EU Member State/EEA country, a public or private undertaking or body established outside the EU/EEA or an EEIG which is less than 50% owned by a public body established in the EU.
- Repeat all of the above steps (if applicable) for each applicant – **ONLY** if you are a multi-applicant proposal

PART C

Did you...?

- Complete the sections on EU policy and law

PART D

It is your responsibility as applicant to demonstrate how your proposal addresses the three blocks of award criteria as indicated in the Work Programme. General explanations for the award criteria are also summarised in the Guide for Applicants. Please note that:

- it is very important to carefully read the relevant call text, especially Section 3, as there may be specific interpretations of the criteria for a given call
- the evaluation of your proposal is based on the content you provide in the application form, so remember to be as clear as possible

Did you address your proposal's...?

- | | |
|---|---|
| <input type="checkbox"/> Relevance | <input type="checkbox"/> Consortium and consortium members |
| <input type="checkbox"/> Quality and efficiency of the implementation | <input type="checkbox"/> Procurement during implementation |
| <input type="checkbox"/> Maturity | <input type="checkbox"/> Security, privacy, inclusiveness |
| <input type="checkbox"/> Management structure | <input type="checkbox"/> National support |
| <input type="checkbox"/> Risk assessment | <input type="checkbox"/> Impact and sustainability |
| <input type="checkbox"/> Pending legal/administrative issues | <input type="checkbox"/> Did you include the annexes (GANTT chart, etc.)? |

Some last advice...

- Avoid jargon and don't take any background knowledge for granted
- Make sure that your proposal is precise, clearly responds to the questions asked, and demonstrates the added-value of CEF Telecom funding
- Do one last check to ensure that your proposal is clear and easy to follow – remember that external evaluators can only assess your proposal on the basis of provided information and no assumptions will be made.
- Arrange for your draft to be evaluated by experienced colleagues – use their advice to improve it before submission
- Keep the originals safe as they may be requested later in the evaluation process

Good luck!