

2016 CEF Transport Calls for Proposals

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 evaluation process and the necessary elements for a complete proposal, the checklist aims to help you increase your chances of being granted CEF Transport funding.

This checklist is neither obligatory nor exhaustive: please carefully read the respective [Work Programme, call text, Guide for Applicants, application forms and other documents](#) relevant to the 2016 CEF Transport calls!

For questions about the 2016 CEF Transport calls for proposals, consult the FAQ page on the INEA website or contact us: INEA-CEF-transport-calls@ec.europa.eu. Questions will be answered in the FAQ page.

Scope: Does your proposal fit in the scope of the work programme, call for proposals and the specific priority for which you are applying?

Check that your proposed activities indeed address the objectives and results expected from the call. Consult the call text and the work programme. Remember, your proposal will be evaluated against the criteria specified for the call and against the description of the priority, under which the proposal is submitted, only based on the information you provide in your application.

Deadline: are you on track to submit your proposal by **Tuesday, 7 February 2017 at 17:00 (Brussels time)**?

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 obligations – **ONLY** if you are an entity without legal personality (see application form part A2.1)
- For each applicant sign, stamp, scan and upload application form A2.2
- For each implementing body, scan and upload application form A2.3 duly dated and signed by the competent EU Member State ministry - **Except** if you are the competent EU Member State Ministry - **ONLY** if you are designating implementing bodies for the implementation of your proposal. If the territory of more than one Member State is concerned by the activity, more than one authorisation will be needed as relevant.
- For each affiliated entity complete and upload application form A2.4 – **ONLY** if you are designating affiliated entities for the implementation of your proposal
- Upload a Cost Benefit or Cost Effectiveness Analysis – **ONLY** for works or mixed proposals
- Provide a map through the Interactive Map Editor
- State clearly if an English translation of the proposal will be provided and if you will request the reimbursement of translation costs (up to €1,500) – **ONLY** if you are requesting the reimbursement of translation costs
- Upload a translation of the proposal – **ONLY** if your proposal is NOT in English

PART B

Did you...?

- Download application form part B from the INEA's website
- Complete and print out application form part B
- Download, complete, print out, scan and upload the Legal Identity Form (LEF), as well as upload any supporting documents as required in the LEF – **EXCEPT** if you are an EU Member State, region or province, or a neighbouring/third country
- Download, complete, print out, scan and upload the stamped Financial Identification Form for each applicant, as well as upload any supporting documents as required by the Financial Identification Form
- For multi-applicant proposals fill in the tables in section 4 – **ONLY** for proposals with more applicants
- For affiliated entities fill in the tables in section 4 – **ONLY** if you designated affiliated entities for the implementation of your proposal
- Sign, scan and upload in TENtec Annex B-I – **ONLY** for public or private undertaking – **EXCEPT** if you are an EU Member State, region or province or a third country
- For each designated affiliated entity sign, scan and upload in TENtec Annex B-II – **ONLY** if there are affiliated entities designated for the implementation of your proposal
- Sign, scan and upload in TENtec Annex B-III – **ONLY** if you are a public/private entity established in a neighbouring/third country
- Scan and upload in TENtec Annex B-IV – **ONLY** if you are an applicant from a neighbouring/third country
- Upload in TENtec the appropriate documents attesting your operational capacity – **ONLY** if you are a private sector undertaking or body established in a EU Member State, a public or private sector undertaking or body established in a neighbouring/third country or an EEIG – **EXCEPT** if the EEIG has public body(ies) as members
- Download, complete and upload in TECtec the Financial Capacity Check **AND** the financial statements.
In case the applicant has **NOT** been operating for one year, upload:
 - 1) a letter of support from a third party together with
 - 2) the Financial Capacity Check form showing 'satisfactory' or 'good' as the result of the ratio analysis
 - 3) financial statements (i.e. balance sheet, income statement and cash flow statement) for the last financial year for which the accounts of the third party were closed
- The financial capacity is checked **ONLY** if you are a private sector undertaking or body established in a EU Member State, a public or private sector undertaking or body established in a neighbouring/third country or an EEIG – **EXCEPT** if the EEIG has public body(ies) as members
- Complete the steps above for each applicant, as applicable.

PART C

Did you...?

- Download application form part C from INEA's website
- Complete, print out, scan and upload in TENtec application form part C
- Complete the section I. on compliance with EU environmental policy – **ONLY** if your proposal contains works or studies with physical intervention or mixed proposals (please note that further grounds for exemptions may apply for specific priorities, as explained in the application form and the Guide for Applicants). In particular:
 - In point 3.4 obtain the signature of competent authority – **ONLY** if the action does not fall under the scope of the EIA Directive
 - In point 5 - **ONLY** if you answer negatively to the question, upload in TENtec Annex C-I, duly completed, signed and stamped by the competent authority responsible for monitoring NATURA 2000 sites
 - In point 6 obtain the signature and the stamp of the competent authority – **ONLY** if you answered positively to the question
 - Upload all the required supporting documents (see Guide for Applicants)
- Complete section II on compatibility with EU policy on interoperability – **ONLY** for railway actions
- Complete section III on compatibility with EU law on road charging – **ONLY** for road actions
- Complete section IV on compatibility with road safety and tunnel safety directive – **ONLY** for railway actions
- Complete section V on compatibility with EU law on state aids
- Complete section VI on compatibility with EU law on public procurement
- Complete section VII on other sources of EU financing

PART D

It is your responsibility as applicant to demonstrate how your proposal addresses the four blocks of award criteria as indicated in the call text. The evaluation of your proposal is based on the content you provide in the application form, so remember to be as clear as possible. Neither assumptions nor requests for additional information will be made.

And do not forget to:

- ❑ Include information about the global project the proposed Action refers to, if applicable.
- ❑ Include a comprehensive description of the objectives of the proposed Action and how they will be achieved.
- ❑ Include a sound project management process and plan.
- ❑ Make sure that a “common thread” runs through your proposal combining objectives, activities, resources and planning in a way that is coherent with achieving the stipulated deliverables.
- ❑ Take the time to provide a complete answer to all the questions. Remember that your proposal will **ONLY** be evaluated on the basis of the information included in your application.
- ❑ Enclose **ONLY** the annexes that are necessary to complete the assessment of the information provided in the application form and limit it to the strict minimum as the relevant information should be in the application, not in the annexes.

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 Transport funding
- Do one last check to ensure that your proposal is clear and easy to follow and explains issues, including local context, that may be evident to you – 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 reviewed 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